



Alaska Railroad Corporation

Real Estate & Facilities



FACILITY RENTAL HANDBOOK

Updated Dec. 2015

Alaska Railroad Corporation
Real Estate & Facilities Department
PO Box 107500
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Event Reservations

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www.AlaskaRailroad.com/rentals



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Please read through all the information included in this handbook carefully.

Note: This Facility Rental Handbook is provided as a helpful resource to acquaint potential users of ARRC's facilities with the policies and procedures applicable to the rental and use of those facilities. In order to proceed with any event at an ARRC facility, a user is required to sign a User Agreement. If anything in this Handbook conflicts in any way with the User Agreement for a particular event, the terms and conditions of the User Agreement will control.



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Introduction

Objective

It is the intent of the Alaska Railroad Corporation (“ARRC”) to share some of its depots & certain other facilities with the community within certain defined limits.

Facilities Available to Rent

Bill Sheffield Alaska Railroad Depot – 4980 W. Int'l Airport Rd., Anchorage, AK

Alaska Railroad Seward Intermodal Facility – 913 Port Avenue, Seward, AK

State Law

Per state law (AS 42.40.705), money, assets, or property of the corporation may not be used for political activities. Therefore, activities that are political in nature are prohibited. Such activities include but are not limited to: candidate or political party fund-raisers, candidate debates or forums, election parties, rallies, and other functions that are, or may be construed to be, linked to politics.

Availability

Rental facilities are available during the fall, winter and spring months. There is very limited use during the summer passenger season which begins mid-May and ends mid-September.

Contact Information

Bill Sheffield Alaska Railroad Depot

Alaska Railroad Corporation
Real Estate Department
327 W Ship Creek Avenue
Anchorage, AK 99501
Phone: 907-265-2466
Fax: 907-265-2450
Web: www.AlaskaRailroad.com/rentals

Dale Lyndsey Intermodal Facility

Alaska Railroad Corporation
Seward Port Manager
913 Port Avenue
Seward, AK 99664
Phone: 907-265-2209
Fax: 907-265-2660
Web: www.AlaskaRailroad.com/rentals



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Reserving the Facility

Contact ARRC Real Estate Department at 907-265-2466 with the dates and times of your event

- Submit a signed Use Agreement
- Pay a deposit of 50% of the estimated Facility Use Fee
- Sign the 'Statement of Understanding' (pg. 12)

30 Days before Event (minimum)

- Pay the remaining Facility Use Fee
- Pay the Security Deposit
- Submit all Alcohol License and Alcohol Insurance Information
- Submit all Insurance Information
- Submit Floor Plan for 1st and 2nd floor setup

At the Event

You will be met at the depot by an ARRC representative who will remain on-site during the event. You are required to clean the area per the following at the end of your event.

General Area

Remove all decorations and personal items from the area

Removal all material and tape from walls railings posts, etc.

Wipe down any marks left on walls, glass, etc.

Clear all decorations and linens from tables

Spot clean any spills from floors and walls

Empty all trash bins and place closed trash bags in the back hall by the kitchen

Kitchen

All food, leftovers, linens, and personal equipment and items removed from kitchen

All horizontal and vertical surfaces wiped down and cleaned

All appliances, inside and out, wiped down; cleaned; and turned off

Coffee brewer & pots cleaned, put back in place, turned off, and brew basket emptied

Counters, surfaces, and stainless cleaned and sanitized.

Floor swept and mopped.

Dish racks returned to shelves.

Dishwasher drained and wiped down.

All Railroad property returned to its original location, emptied and turned off.

All trash bins emptied and trash bags closed and placed in the back hall by the kitchen

Other tasks necessary to return kitchen to as clean as you found it or cleaner.

After Your Event

Your deposit will be sent to you.



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Policies & Procedures

USER – The person, organization, company, or entity requesting use of ARRC facilities
ARRC – The Alaska Railroad Corporation

Reserving Facility

To reserve the facility for an event, USER must remit 50% of the estimated rental cost. The balance of the rental cost and all other fees must be paid no later than 30 days before the event.

Prohibited Activities

ARRC Facilities are available for a broad range of corporate and private events. Political and religious events are prohibited at ARRC facilities by Alaska law. ARRC reserves the right to prohibit an event.

Illegal Drugs

Possession or use of illegal drugs is not permitted on ARRC facility premises. Violators will be subject to criminal or civil penalties.

Advertising

ARRC must approve all advertising prior to publication.

USER Cancellation

USER cancellation must be communicated in writing to ARRC. A service fee may apply. A more detailed cancellation policy can be found in the fee schedule and in the Use Agreement.

ARRC Cancellation

An event cancelled due to circumstances beyond the control of ARRC (such as weather) or because of a violation of ARRC policies & procedures is not the responsibility of ARRC.

After the Event

A representative of ARRC will walk through and inspect the facility after the event. Any damage not observed by or reported to ARRC before the event will be charged to USER.

Specified Areas, Hours and Days

Use of the facility is limited to the specific areas, hours and days specified. USER will be charged for any hours or fractions thereof it uses or occupies the Facility in excess of the times stated per the agreement. Any such charge will be deducted from the security deposit and/or billed to USER for immediate payment.

Storage

ARRC is not responsible for the security of any equipment or other property not belonging to ARRC. Equipment or property should not be left in or around the facility overnight or after the event. USER assumes sole responsibility for any equipment or property stored in or around ARRC property.



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Facility Set Up

Bill Sheffield Depot

Standard room set up is included in the rental fee. Room set up includes assembly of all ARRC owned tables and chairs. User must submit a floor plan of the required layout a minimum of 30 days before the event to ensure set up will be completed to the USER'S specification. A layout of the facility is available. Contact the Facilities Technician for a copy. Tablecloths/covers are not provided but are recommended. Any damage to the property during the event is USER'S responsibility. No outside tables or chairs will be allowed without prior written authorization and if allowed must be brought in, set up and removed during specified time in the agreement.

Seward Intermodal Facility

Room set up is solely the responsibility of USER and includes assembly and arrangement of all tables and chairs. No tables or chairs are available for use. Any damage to the facility or property of the facility during set up is USER'S responsibility.

Decorating

USER is responsible for providing decorations. Existing decorations put up by the ARRC, such as holiday lights or wreaths, may not be taken down. All decorations shall be erected without defacing the building and shall be removed during clean up following the event. Generally, only masking tape is an acceptable adhesive. Helium balloons, confetti and glitter are prohibited. Open flame devices are prohibited. Candles must be pre-approved. Nails, hooks, tacks and screws are prohibited. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures, the fire system or the HVAC system. No decorations are allowed to exceed 10' above floor height. Decorations within 18 inches of fire sprinklers are prohibited. All extension cords must be taped securely to the floor. At the Bill Sheffield Depot, the USER may put one sign out side of depot on designated sandwich board; all other signs outside of the depot are prohibited.

Catering

Catering is the responsibility of USER. USERS should contact the caterer of their choice directly. Only licensed caterers are allowed unless prior arrangements have been made. USER is responsible for all activities and actions of the caterer while they are on ARRC property Including cleaning, damage, etc.

Kitchen Use

A kitchen is available for use at the Bill Sheffield Depot. General kitchen use is provided at no charge. USER is responsible for cleaning the kitchen and returning it to its original state.

Security

Events may require the presence of at least one professional security officer. ARRC will pay the cost of one such security officer. The security officer is responsible for protecting the premises, ensuring the well-being of guests, limiting access to the facility to invited guests only, and ensuring compliance with the policies & procedures of the ARRC. The ARRC reserves the right to require the presence of additional security officers and USER may request additional security officers. ARRC will provide additional required or requested security officers, but USER will be responsible for the costs of such additional security officers.



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Public Safety

USER must at all times conduct its event with full regard to public safety and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and by ARRC to assure such safety. USER assumes full responsibility for the character, acts and conduct of all persons admitted to the facility or to any portion of said premises with the consent of ARRC or with the consent of any person acting for or on behalf of USER.

Smoking

It is prohibited to smoke inside the facilities or within 50 feet of any entrance.

Platform and Balcony Access

USER and its guests may have access to the passenger platform only when boarding and disembarking an ARRC train. USER and its guests may not occupy said platform at any other time. Occupancy of the balcony in the Sheffield Terminal also is not allowed.

Insurance

USER must obtain an insurance policy covering the entire length of the event. For detailed information on this please see the Facility Use Agreement.

Security Deposit

USER will provide a security deposit in accordance with the fee schedule. The security deposit is refundable once the event is completed and clean-up has occurred to ARRC's satisfaction. The deposit will be applied to cover additional costs incurred by ARRC due to the event, including but not limited to, costs resulting from damage to ARRC property; unsatisfactory cleaning of floors, kitchen or restrooms; not leaving the facility in the same condition as before the event; not being out of the facility by the stated time and loss of ARRC property.

Clean Up

Standard clean up of the facility is included in the rental fee. This includes garbage removal, floor cleaning and bathroom detail ONLY. USER is responsible for removing all decorations, clearing tables and cleaning the kitchen if needed. The kitchen should be returned to its original condition after the event. All garbage should be put in large bags and stacked for removal. Facility should be left in as neat and orderly condition as possible. A cleaning list is found on page 11 of the Facility Use Agreement.

Policies & procedures

USER is responsible for insuring that policies and procedures are followed at all times. Failure to do so may result in cancellation of the event. If a representative of the ARRC feels that public safety is in danger that representative has the right and responsibility to stop the event and contact local authorities if necessary.

Dock Access

USER and its guests may not access the dock at the Seward Intermodal Facility.

Fire Safety

Fire safety must be observed at all times. USER must ensure that all fire exits are clear and remain accessible.

Function Support Personnel

USER may contract with caterers, DJ's, bands, volunteers, etc., of their choice subject to the requirements of these policies and the USER Agreement. USER is responsible for all actions, damages, concerns, etc., caused by or related to support personnel.



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Alterations

USER may not injure, mar, deface or alter the facility, and may not cause or permit anything to be done that would cause any of those effects. In addition, no alterations shall be made to any ARRC equipment or electrical or mechanical systems.

Right to Amend

ARRC reserves the right to amend these policies whenever it deems necessary.

Alcohol Policy

USER must comply with the following policy along with all other government laws & regulations.

Alcoholic beverages (including mixed drinks, beer, wine, champagne and any other form of alcoholic beverage) may be served under terms and conditions consistent with the laws of the Municipality of Anchorage, City of Seward, State of Alaska and/or U.S. Government, whichever is applicable to the event.

1. Event planners and USERS must be familiar with local, state and federal laws, as well as all orders of the police and fire departments, regarding the consumption of alcohol and the distribution thereof and will be held accountable for implementing and ensuring compliance with these laws, regulations, and orders throughout the event.
2. USER must disclose to ARRC at the time of the reservation that alcohol will be served at the event. USER must also provide ARRC with the following prior to the event:
 - a. Name(s) of the bartender(s) who will be servicing the event.
 - b. A copy of the TAM card for each bartender.
 - c. Copies of all necessary permits, licenses, and liquor liability insurance.
3. A \$1,000,000 liquor liability insurance policy is required for events where alcohol will be served. Said policy must cover the entire length of the event and name the ARRC as additionally insured.
4. It is a violation of local, state and federal law to serve alcohol to anyone less than 21 years of age. USERS planning an event that is likely to be attended by individuals under 21 are strongly discouraged from serving alcohol to anyone at the event. If USER plans to serve alcohol at an event that will be attended by guests under the age of 21, the group must submit to ARRC, as part of the approval process, a written explanation of the method by which it will determine which guests are over 21 and how it will assure that guests over 21 do not obtain alcohol for guests under 21.
5. Only TAM certified bartenders may serve alcohol at an event. A copy of the TAM card is required for each bartender. Self-service of alcohol is absolutely prohibited.
6. The ARRC reserves the right to approve or disapprove the dispensing of alcoholic beverage at any function on its property.
7. USER must provide all alcoholic beverages, except in cases where the caterer has a permit that allows the caterer to provide such beverages. There are no storage facilities for alcohol at any ARRC



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facilities. Consequently, USER must bring the alcohol immediately before the event and remove it immediately after the event.

8. The ARRC may, at its sole discretion, change, modify or amend its alcohol policy whenever it deems necessary.
9. At the Bill Sheffield Depot, no alcoholic beverages are permitted outside of the depot or in the common areas.

For further information, contact the Alaska Alcoholic Beverage Control Board at 269-0350.

Visit their website at <http://www.dps.state.ak.us/abc>.

Some helpful information can also be found at www.healthunit.org/alcoholdrug/alcohol/hostliability.htm.



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Bill Sheffield Depot



Capacity:	500 standing room 220 sit down dinner
Area:	3,400SF approximately
Amenities:	Onsite kitchen Banquet table/chairs available (Set up included in rental fee, linens not included)

The Bill Sheffield Alaska Railroad Depot is located at the Ted Stevens Anchorage International Airport. It features an excellent view of Anchorage and state-of-the-art lighting. Beautiful and modern, the Bill Sheffield Alaska Railroad Depot offers a luxurious and spacious area for special gatherings. Perfect for conferences, seminars, and any other type of corporate function.

Availability: Year round, with limited use mid-May to mid-September. Call for details.

Seward Intermodal Facility



Capacity:	1, 675 standing room 800 + sit down dinner
Area:	24,000 SF approximately
Amenities:	Free Parking

The ARRC Seward Intermodal Facility is ARRC's largest facility available for public use and is located on the ARRC Seward Passenger Dock. With remarkably open space, the facility can accommodate a very large gathering. It features a thirty-foot ceiling, heated concrete floors and walls decorated with scenic banners. Event planners have to see this facility to appreciate it, with the sheer number of possibilities limited only by imagination.

Availability: Not available mid-May to mid-September. Call for details.



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FEE SCHEDULE

Bill Sheffield Depot at the Anchorage International Airport

Hourly Rate:	\$ 400*
Day Use Minimum (until 6 PM)	\$ 1,600
Evening Minimum	\$ 2,400

There is a \$600 additional use fee per event for events from May through September

*The hourly rate is subject to the noted minimums. The hourly rate for use exceeding dates and times specified per the User Agreement.

Dale Lyndsey Intermodal in Seward

Call ARRC Seward Dock Manager at 265-2209 for information

Discounts

For information regarding discounts or waivers please contact ARRC Corporate & External Affairs at 265-2300 opt. 0

Requirements

Insurance Requirements:	\$1,000,000 General
	\$1,000,000 Liquor Liability (if applicable)
	\$ 500,000 Property Damage Liability
Security Deposit Requirements:	\$1,000 for events at which alcohol is not served
	\$1,500 for events at which alcohol is served

Cancellation

Cancellations must be provided in writing. The following rules apply:

Notice:	<u>Refund:</u>
90 days or more	100% of Facility Use Fee deposit plus Security Deposit, less \$50 administrative fee
Less than 90 days, more than 30 days	50% of Facility Use Fee deposit plus Security Deposit
30 days or less	0% of Facility Use Fee deposit plus Security Deposit



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STATEMENT OF UNDERSTANDING

- ✓ I have read and thoroughly understand the policies and procedures of the ARRC relating to the rental of its facilities.
- ✓ I understand USER is responsible for cleaning of the facility as detailed in the ARRC policies and procedures. Failure to do so may result in USER being disallowed from future use of facility and revocation of security deposit.
- ✓ I have read and thoroughly understand the ARRC's alcohol policy.
- ✓ I understand political functions, such as political party fundraisers, rallies, candidate debates or forums, election parties and other functions that are, or may be construed to be, linked to politics are prohibited.
- ✓ I understand all advertising must be approved by the ARRC.
- ✓ I understand USER is solely responsible for ensuring guests and event personnel comply with all policies & procedures while on ARRC property.
- ✓ I understand USER is responsible for providing adequate security and may be requested to pay for a security guard provided by ARRC.
- ✓ I understand violation of ARRC's policies & procedures may result in cancellation of the event. In cases where safety is considered to be an issue, in the sole discretion of the ARRC, the event will be cancelled immediately.
- ✓ I understand that if this Handbook conflicts in any way with the User Agreement I sign for my event, the terms and conditions of the User Agreement will control.

Signature: _____

Name: _____

Title: _____

Date: _____