



3651 O'Malley Road
Anchorage, AK 99507
Office – (907) 522-3324 Fax – 522-3326

Rental Contract and Rental Policies and Procedures

(Effective August 21, 2018)

- **Food and Beverage Deposits:**

Advanced deposits are required at the time of the booking for all functions. A deposit of \$1,500 is required to reserve either the Denali Banquet Room or the Foraker Dining Room, \$2000 for the entire facility. Deposits may be made by cash, Visa, Master Card, American Express, Discover, Personal Check (w/2 valid forms of ID) or by Cashier's Check

- **Billing / General Credit Policy:**

Clients having established an account with O'Malley's On the Green may be extended direct billing privileges. Unless previously approved the following will apply:

- We require having a current Credit Card number on File for final settlement of bill.
- A full disclosure of all charges will be sent to the party with the credit card receipt.
- **Two weeks prior to the event all current charges are due. Payment in full is due at the close of the event. (___)**

- **Cancellations:**

In the event of a cancelled function, the following policies may apply:

- 90 days or more before the event, one-half (1/2) of the deposit will be returned
- 31-89 days prior to event - entire deposit will be forfeited
- 30 days or less prior to event- entire cost of the event, facility and minimum food costs will be billed to the client

- **Final Guest Count:**

A final count is due no less than three (3) business days prior to the event or original guest count charges will apply.

The booking party will be charged for the final guarantee or actual attendance, whichever is greater. O'Malley's on the Green will not be held responsible for any changes made less than 48 hours prior to event.

- **Final menu selection:**

Final menu selections must be received a minimum of 14 business days prior to event. O'Malley's on the Green reserves the right to substitute items for similar products as necessary. O'Malley's on the Green will not held responsible for any last minute changes to menu selections. Lunch menus are only available to be served until 3PM, after which time the dinner menus and pricing shall apply.

- **Bar Fees and Policies:**

- A banquet bar can be provided for a \$150 set up fee, this fee includes one bartender. Each additional bartender requested will be an additional \$150.
- Banquets with a guest total of 125 or more will require 2 bartenders
- Banquet bars are available no later than 1:00 AM.
- Bar will issue a last call for alcoholic beverages one-half (1/2) hour prior to end of function. (___)
- **No outside wine, liquor or beer is allowed to be brought in and consumed (___)**

- **Facility / Set up Fees and Minimums**

- **The Minimum hosted food requirements for Friday night and Saturdays during peak months** in the Denali Room is \$3000 not including service fees. The minimum hosted food requirement for the Foraker room on Friday night and Saturdays during peak months is \$5000 not including service fees (___)
- **The Minimum hosted food requirements for Friday night and Saturdays during non-peak months** in the Denali Room is \$2000 not including service fees. The minimum hosted food requirement for the Foraker room on Friday night and Saturdays during non-peak months is \$4000 not including service fees (___)



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• **Peak Months for food minimums are:**

- May thru September
- December and January - Thursday, Friday and Saturday.

Susitna Room - \$300 facility fee (Capacity not to exceed 15) (___)

Denali Room - \$1200 peak days (F, S) and \$1000 (S-T) non-peak days
(Capacity not to exceed 80)

Foraker Room - \$1500 peak days (F, S) and \$1250 (S-T) non-peak days

Capacity 140-250 depending upon the type of event and the setting for the room and inclusion of patio space (___)

BBQ Hill - \$1000

Entire Facility: The rental fee for the month of December and January is \$2500. The rental fee is \$2000 for the other months of October thru April.

An additional \$750 will be charged for meeting/trade show type events not contracting for O'Malley's Food and Beverage Catering Services

No outside catering is allowed. O'Malley's not available for total facility rental May 15th-September 30th (___)

Outdoor Events and Ceremony setup fees:

Set up for ceremonies on the lawn or in the Denali /Foraker room are subject to a setup fee starting at \$400 for the first 100 chairs and \$4 per chair thereafter up to 140 chairs, when the reception is held at O'Malley's on the Green. Denali/Foraker room ceremonies are also subject to the room rental fee.

Denali / Foraker room rental rates plus setup fees apply to outdoor/indoor ceremony only events

Outdoor reception / event fees will be dependent on guest count, plus any additional fees for rental of equipment that may apply O'Malley's on the Green provides regular removal of geese, moose and other wild animal droppings for outdoor events to the best of our ability. Booking party will be responsible for any additional maintenance including the removal of geese or other naturally occurring outdoor incidents. O'Malley's on the Green will at the booking parties request arrange for additional outdoor maintenance. charges apply depending upon each incident.

- Outside barbeque not available after September 1st.

• **Set up times, rules, fees and Service Fees:**

- **No pets are allowed (_____)**

• Room rental includes six (6) hours of event time.

• Any event over 6 hours will incur additional charges of \$200 per hour. Extra rental hours are requested to be prearranged for scheduling purposes prior to the event.

• All set up time will be prearranged and approved through the booking manager. (up to 3 hrs. maximum)

- **No carryout is allowed on buffets due to liability. (___)**

• Alcoholic beverages will only be served to guests over 21 years of age. O'Malley's reserves the right to refuse service of alcohol to any guest. Neither the booking party nor their guests may leave or enter the building with alcoholic beverages or with open containers.

• Cake cutting fee of \$50 for up to three (3) tiers. Client may cut and serve own cake to have this fee waived

• A service fee of 20% will be charged on all hosted food and beverage items (___)

• **Buffet dinners children 2 and under are free. Children 3-9 are \$10 each. Children 10 and over are counted at the full buffet price. To receive a discount for children, O'Malley's on the Green must be informed in advance of the event**



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with the number of children and ages no later than 48hrs prior to the event. ()
Children must be supervised at all times. ()

- Tents, stage and extra chair rental are available thru outside sources. Any additional fees are dependent upon final set desired by client.
- A Dance floor is available in either the Foraker Room or the Denali room for a fee of \$400
- A Dance floor drape is available for the Foraker Room for \$300
- **No real candles or open flame allowed.**
- **O'Malley's on the Green does not have air conditioning. We do our best with fans and open windows. ()**
- Audio / Visual equipment available upon request. Additional fees apply
- Booking party agrees to be responsible for any damage done to the premises during the period of time that they are renting the banquet space. It is specifically understood that decorations, signage and any similar items will not be hung in such a way that may cause damage to walls doors or structures. Failure to leave the premises in a neat and clean condition, vacuuming excluded, will authorize O'Malley's on the Green to charge the booking party for cleaning labor at the rate of \$100 per hour (1 hr minimum) for removal of items or excess refuse and repairs.
- Parties who wish to decorate the banquet space may do so, provided they use only masking tape for hanging items on walls. No staples or push pins may be used on walls, doors, or structures. The booking party is responsible for setting up and removal of decorations. Decorating times must be prearranged with the banquet manager. No non-bio degradable flowers will be allowed outdoors.
- No silly string and or rice allowed anywhere. No live fish are allowed for decorating purposes ()
- **NO CONFETTI OR GLITTER IS ALLOWED ()**
- **O'Malley's on the Green does not have air conditioning. If it is hot, we do our best with fans and open windows. ()**
- **Photographers are required to check with O'Malley's management for outside areas used for photographs. There are areas that are restricted from use. Damage to restricted areas from the client or their vendors will be assessed for damage and additional fees may be incurred and charged to the client ()**
- O'Malley's on the Green will not be held responsible for any loss or damage to material, equipment or personal property left on premise or in the parking lot. ()
- **Deposit and signed agreement cover reservation of facility only. Menus, and menu prices are subject to change.**
- I have read and agree to the above terms of O'Malley's on the Green Policies & Procedures. ()
- This signed agreement and deposit is required to confirm all dates and will be used for event planning and booking information.

Printed Name _____

Billing Address _____ City _____ State ____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____ Fax Number _____

24 Hour Contact Number _____

Email address _____

Date of Event _____ Event Time: Begin _____ End _____

Room (s) () Foraker () Denali () Susitna () Winter only –Entire Facility () Patio () Lawn () BBQ Hill

Function: () Wedding Ceremony () Reception () Banquet () Business Meeting () Anniversary () Memorial () Birthday

Person responsible for final bill _____

Signature _____



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Amount of deposit: \$ _____ Form of payment: (CK) (CC) (MO)(Cash) Payment by check or MO is preferred.

CREDIT CARD GUARANTEE

Type of Credit card (VISA) (MC) (AX) Other: _____

Name on card (Print) _____

Credit Card Number _____ Expiration Date _____

3-digit V-code/security code on back of card _____

We agree to pay our account in full upon departure. Failure to do so will subject the outstanding balance to a one and one-half percent monthly service charge and a fifty-dollar billing fee. If however, this account is not paid as agreed and our account is placed in the hands of a collector or attorney for collections, we agree to pay all collection cost incurred including attorney's fees. It is understood the above information will be held in the strictest confidence.

We understand your terms and agree to abide by them.

Authorized Signature _____ Date: _____