

GENERAL INFORMATION & CATERING POLICIES

The success of your function is important to us! In order to offer you a professional and satisfactory event, we ask that you review the policies outlined below. If we have left any questions unanswered, please feel free to contact our catering personnel.

FOOD AND BEVERAGES

1. All Federal, State and Local laws are strictly adhered to with regard to Anchorage Senior Activity Center food and beverages purchase and consumption.
2. Finalized menu selections must be received a minimum of two weeks prior to the scheduled function (independent of 48 hour attendance/minimum guarantee requirement).
3. Meals that may require special dietary considerations can be prearranged with our Events Coordinator. Arrangements may also be made with the Events Coordinator for any special considerations.
4. **All deposits are nonrefundable.**
5. All events at which food is to be served at Anchorage Senior Activity Center must order and purchase all food and beverage items from the Anchorage Senior Activity Center's Arctic Rose Restaurant. No outside catering services or potluck food items are allowed on the premises.
6. If after an event is over and there should remain uneaten food, the following rules will apply in all instances: No party will be allowed to take home uneaten food products that contain meat, eggs, cheese, mayonnaise or milk products (*except as described in the following sentence*). Any remaining food items that have been properly and continuously heated or refrigerated as necessary during the course of the event and have not been subjected to room temperature storage may be allowed to be removed by the client at the sole discretion of the Food Services Manager. Any foods that are allowed to be taken home will be subject to a signature of a "Release of Liability Waiver" that will release Anchorage Senior Center from harm and /or liability prior to such food items being removed from the premises. *Clients will need to provide their own carry out containers.*

7. Linen napkins can be requested at any event at a cost of 60¢ (sixty cents) each. Events that order \$600.00 (six hundred dollars) or more of food and beverages from the Arctic Rose Restaurant will receive the usage of linen tablecloths and skirting (limited availability) at their tables at "no charge." If less than \$600.00 (six hundred dollars) of food is purchased and the client desires to have linen tablecloths, they can be rented at a charge of \$3.60 each. Additionally, a limited amount of skirting can be rented for \$6.00 (six dollars) per table.

ATTENDANCE

1. Any group utilizing the building must identify an Activity Leader. The *Activity Leader is responsible for the conduct and control of all persons associated with the activity.* The Activity Leader must be present at all times during the activity. It is the Leader's responsibility to make sure all participants are aware of and comply with, Anchorage Senior Activity Center rules and regulations. Activities, which include children, must provide supervision and control of children at all times.
2. The Activity Leader is responsible for providing a report of the number of participants at any activity to the Anchorage Senior Activity Center Office or the Front Desk Receptionist.
3. A confirmed number in attendance *must be specified by noon 48 hours prior* to all catered meal functions. This will be considered your minimum guarantee and not subject to reduction. Charges will then be based on 100% of guaranteed or actual attendance, *whichever is greater.* The Anchorage Senior Activity Center will be set-up and be prepared to serve up to approximately 10% (ten percent) above the guaranteed minimum number. The 48-hour guarantee is based on a five-day workweek. Therefore, on events scheduled for Monday or Tuesday, the guarantee would be required by Friday of the previous week. If the guaranteed attendance is not received within the 48-hour period, your "expected" amount will be considered the guarantee. Requests for increasing the guarantee within the 48-hour period are subject to Anchorage Senior Activity Center management approval on availability of necessary supplies.
4. Banquet and meeting facilities are assigned by Anchorage Senior Activity Center to accommodate the expected attendance indicated at the time of confirmation. Anchorage Senior Activity Center reserves the right to substitute alternate or additional space within

the premises if it deems necessary, or if attendance numbers differ from the amount originally indicated. Any additional charges for room(s) needed to meet fire code requirements due to overflow attendance will be borne by the client.

MENU PRICES AND APPLICABLE CHARGES

1. There will be a 15% Gratuity added to all food and beverage items. No additional gratuity is expected.
2. Room rental charges are applied to any type of function or event. Such charges will vary according to the size or nature of the set-up and will be indicated on the back side of the room/catering contract. Anchorage Senior Activities Center is obligated to charge additional room rental if scheduled times are not followed, or agreed upon starting time of any food or beverage function is delayed. An additional \$50 per hour is charged for all hours of usage before or after normal operating hours. See Anchorage Senior Activity Center Events Coordinator for all current applicable times and rules of usage. Clients will be charged for all hours Anchorage Senior Activity Center staff needs to be on hand, including post event load-out.
3. Anchorage Senior Activity Center staff are trained to assist groups and will accommodate reasonable last minute detail requests that may occur. If, however, the nature of the request is vastly different from what was previously arranged and involves considerable additional time and labor from the Anchorage Senior Activity Center staff, the group will incur a surcharge of \$50 (fifty dollars) per hour for any additionally needed preparation.
4. All prices are subject to change until "confirmed" in the booking contract by signature of the party booking and Anchorage Senior Activity Center agents and

the receipt of the non-refundable deposit described above. Payment of the required deposit indicates a binding commitment on the part of the client to the date specified in the contract and agreement to uphold Anchorage Senior Activity Center policies and procedures while on the premises.

If compatible with any other functions to be held at Anchorage Senior Center, the hours reserved for any client's events may be adjusted through special prior arrangement with the Anchorage Senior Center after the room rental/catering contract has been signed. Anchorage Senior Center will hold sole discretion on such

occasions. No hourly reservation changes may take place less than 48 hours before the event is to take place. Any event that ends before its scheduled time will still be billed for all hours reserved.

5. All Catered bookings will be assessed a \$120.00 carpet cleaning fee which will be refunded if no cleaning is needed to the carpets.
6. At the discretion of the Anchorage Senior Center, a \$600.00 (six hundred dollar) damage deposit may be required.

If any damage has occurred, the Anchorage Senior Center will deduct the appropriate amount needed to cover the expense of repair.

BILLING

1. Balance due 24-hours prior to scheduled event unless other arrangements have been made with the Events Coordinator.
2. Anchorage Senior Activity Center will accept Visa, MasterCard or Discover card payments.

CONFIRMATION AND CANCELLATIONS

1. No function/event is confirmed until receipt of a 50% deposit of the Total Rental and Catering Costs. This amount is determined by the Events Coordinator. Functions may be confirmed up to one year in advance. Tentative bookings may be made at any time with confirmation made as above. All tentative bookings can be lost without warning if a deposit is received from another party that would conflict with the tentative booking's date and/or time.
2. Notice of cancellation of any group's function for the month of December must be made in writing and no later than October 1. Any deposit will be forfeited to Anchorage Senior Center.
3. The performance of this contract by either party is subject to acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergency making it inadvisable, illegal or impossible to provide the Anchorage Senior Center facility and/or staff or hold the scheduled event. This contract may be terminated for any such reason (as specified in this paragraph) by written notice from one party to the other.

LIABILITY

1. Loss or damage of a group's displays decorations or other property brought into Anchorage Senior Center premises will be the sole responsibility of the group's organization. Anchorage Senior Activity Center will assume no liability. The group is responsible for the conduct of all persons in attendance and for any loss or damage incurred upon the premises or its guests by individuals associated with or representing the group's organization. Any group or private party reserving space for a function. The Anchorage Senior Activity Center agrees to carry liability and other insurance protecting themselves against any claims arising from any activities conducted in Anchorage Senior Activity Center.
2. The Anchorage Senior Activity Center reserves the right to inspect and control all private or group functions to insure compliance with all Federal, State and local laws.
3. All displays, exhibits, banners, decorations, signs, or other such similar items must conform to City Fire Ordinances. Any damages to Anchorage Senior Activity Center premises from such items will incur additional charges.
4. It is also understood that the premises will be left in a reasonably neat and orderly condition. Based on time and labor, a group will incur additional charges for the removal of a group's materials or decorations by Anchorage Senior Activity Center staff at the close of any event.
5. Participants in all activities at Anchorage Senior Activity Center should make themselves aware of safety procedures and participate at their own risk. Activity Leaders must report immediately to the Administrative Office or Front Desk Receptionist or Events Coordinator any injuries or conditions adversely affecting the safety of participants.

ALCOHOL AND SMOKING POLICIES

1. The Anchorage Senior Center does NOT own a liquor license. Private parties may serve alcohol by obtaining a permit from the Municipality of Anchorage Department of Health and Human Services Director's office, 825 L Street, 4th Floor phone 343-6718.

Proof of Host Liability coverage must be presented when applying for the permit. Many homeowners or business insurance include this coverage. Please check with your agent or insurance provider.

2. *A copy of the permit and proof of host liability insurance must be on file with the Anchorage Senior Center one week prior to the event.*
3. *The Anchorage Senior Center is a tobacco free/smoke free facility at all times. No exceptions.*
4. Anchorage Senior Center does not provide glasses, corkscrews, or other materials for bar setups. A limited number of bus tubs filled with ice can be made available for cooling beverages upon request.