



Municipality of Skagway Visitor Department
AB Hall Meeting Room Use Request Form

Event and Renter Information					
Date(s) of Event					
Hours of Use Hours are 8 am to 5 pm. <i>Monday – Friday.</i> Rentals before or after that time or weekend rentals may be available with approval of the Tourism Director. An additional cost of \$25 per hour may apply to cover additional staffing.					
Event taking place: Description:					
Responsible Person Name: & Business or organization					
Phone					
E-mail					
Address					
Rates		Half Day	Full Day	2 Day	3 Day
Regular Rates		\$75	\$125	\$175	\$225
Non-Profit / Government Rates		\$50	\$75	\$100	\$125
Included Services/Amenities		Quantity needed			
Chairs					
Tables					
Other (please circle/highlight needed items)		Welcome Sign, Dry Erase Board, Pull down screen			
Additional Items Available		Additional Fees Apply			
		(Highlight requested items or list requests in special instructions section)			
Organizer WIFI use - \$25 daily fee		For event organizer use only – NOT FOR PUBLIC USE			
Audio Visual Equipment - \$25 daily fee		Projectors (LCD, Slide, Overhead), 27" TV, DVD/VHS			
Food & Beverage Service Equipment - \$25 Daily fee		Table linens, Napkins, placemats, hot beverage dispenser, hot water kettle.			
Special Instructions & room use requests					

***As per Municipal Code 9.02.020, ***

it is unlawful for any person to use or consume alcoholic beverages on Municipally owned properties within the business district of the Municipality, including the AB Hall.

*** Permission from the Mayor/Assembly is required for any exceptions to this policy ***

Please return form, along with payment to:

Skagway Visitor Department
P.O. Box 1029 – Skagway, AK 99840
907-983-2854 | skagwayinfo@skagway.org