



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

Event and Renter Information				
<b>Date(s) of Event</b>				
<b>Hours of Use</b> <b>Hours are 8 am to 5 pm. Monday – Friday.</b> 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.				
<b>Event taking place:</b> Description:				
<b>Responsible Person Name:</b> & 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