



The Anchorage Ski Club
PO Box 200546
Anchorage, AK 99520-0546
Information: 428-1208. Lodge: 428-1269



ARCTIC VALLEY

Thank you for your interest in renting Alpenglow Lodge. Alpenglow Lodge is owned and operated by the Anchorage Ski Club, a 501(c)(3) non-profit corporation. The lodge is typically rented out between Memorial Day weekend and the last day of September, although other dates may be worked around the ski season. We offer a base lodge rental as well as several special packages, which are described below.

Alpenglow Lodge is over 9,000 square feet and has approximately 2,500 square feet of public space upstairs which can comfortably hold 100 people seated at tables, or up to 300 people seated in rows for a ceremony. The upstairs also has a large sun deck that can hold up to 50 people for an outdoor ceremony. The downstairs has approximately 3,200 square feet of public space that will hold 200 people seated at tables, or up to 300 people seated in rows for a ceremony. There is also a large kitchen and buffet serving area downstairs. There is a large open area in front of the lodge that can seat over 200 for an outdoor ceremony.

Base Lodge Rental: You may rent either the upstairs or downstairs, or the entire lodge for an hourly rate (if renting just one level, someone else may be using the other level). There is a summer minimum of \$900 Friday to Sunday and \$500 Monday to Thursday (including furniture and equipment, but not cleaning fees or security and cleaning deposit). The rental can not be split over more than one period, unless a special exception is granted. The first 100 guests are included in the price and there is a charge for each additional guest. Chairlift rental is not available in this package. This is a good option for a small reception where the wedding has already taken place, a Sunday Wedding Brunch, a mid-week company "Away Day" or retreat, or children's events. Also good for informal events where not a lot of time is needed for decorating and set-up.

12-Hour Special: This includes the entire lodge for 12 hours. The rental may be split between Thursday/Friday, Sunday/Monday, or any weekday, but can not be split over more than one period on Saturday. The exception is that if, up to three weeks before your Saturday event the lodge has not been rented out on Friday or Sunday, you may split times over two days for a Saturday event (either Friday set-up or Sunday clean-up). Your guests are welcome to camp up at the area the night of the reception. The first 100 guests are included in the price and there is a \$1 charge for each additional guest. The amount of time in this package works well for weddings with 75-150 guests.

Deluxe Weekend Package: This includes the entire lodge and access to all furniture and equipment for 24 hours and those hours can be split anytime between 3 consecutive days, guaranteed. When not using the lodge, your guests are welcome to camp up at the area. The first 200 guests are included in the price and there is a charge for each additional guest. Set-up, decorating and rehearsal dinner can be done on Friday, the wedding and reception on Saturday, and there is still plenty of time for clean up on Sunday (special arrangements can be made for vendors to pick up equipment on Monday if necessary). This package is ideal for large weddings (150-300) and for those events that require a large set-up or clean-up time. This is also good for people who don't want the additional stress of trying to plan their event around deadlines, or for those who want to make their wedding into a 3 day event.

Contract: In order to reserve the lodge for an event, you must have a signed contract and send 50% of the lodge rental fee as a down payment. In order to fill out the contract, we need to know a few things like which package you want and how many hours, how many guests are expected, if you plan on serving red wine, if you want to have candles, what furniture (if any) you wish to rent, etc. Our lodge manager will e-mail you a list of questions to answer so we can fill out the contract. The following worksheet will help.

Alpenglow Lodge Rental Packages and Worksheet:

Date of event: _____

Use the following worksheet to determine which package is best for you. Start with figuring out how much time you need.

How much time do you need? (Note: only some packages can split days. Vendor drop-off / pick-up is a minimum of one hour charge.)	Day of week	Start Time	End Time	Hours
Do vendors need to drop off early?				
Set-Up and Decorating				
Rehearsal Dinner				
Ceremony				
Reception				
Cleaning				
Do vendors need to pick up at a later time?				
Total time for entire event				

	Base Lodge Rental	12-Hour Special	Deluxe Weekend Package	Total
Lodge Rental Cost (number of hours needed)	hrs	hrs	hrs	
Upstairs only	\$125 per hour	n/a	n/a	
Downstairs only	\$125 per hour	n/a	n/a	
Entire Lodge	\$150 per hour	\$1500 (12 hr)	\$2900 (24 hr)	
Extra Hours		\$100 per hr	\$100 per hr	
Guests (total number of anticipated guests)	guests	guests	guests	
First 100 guests	Included	Included	Included	\$0
Additional guests up to 200	\$1 ea	\$1 ea	Included	
Additional guests 201 to 300	\$1 ea	\$1 ea	\$1 ea	
Furniture and Equipment				
Cafeteria Tables (12 available, seat 12 each)	Included	Included	Included	\$0
Brass Ceremony Chairs (95 available)	Included	Included	Included	\$0
Rectangular tables, no chairs (12 available)	\$10 ea	\$10 ea	Included	
Round tables, no chairs (25 available)	\$10 ea	\$10 ea	Included	
Tables with 8 folding chairs each	\$15 ea	\$15 ea	Included	
Extra metal folding chairs (200 total)	\$1 ea	\$1 ea	Included	
Outdoor grill (renter provides briquettes/ propane, utensils, etc.)	\$25 ea.	\$25 ea.	Included	
Canopies (2 available, 10' x 10' white)	\$50 ea	\$50 ea	Included	
Wedding Arch (cedar painted white)	\$35	\$35	Included	
Cleaning Fee (ASC calculates estimate based on size of event, refunds unused hours)	\$55 per hr	\$55 per hr	\$55 per hr	
Furniture and Decorating Policy Additions	See contract	See contract	See contract	
Food and Beverage Policy Additions	See contract	See contract	See contract	
Chairlift Rental (available limited times of year only)				
Base 2 hour rental	n/a	\$775	\$775	
Additional chairlift hours	n/a	n/a	\$275 per hr	
Total Lodge Rental Fee (Estimated)				

Security and Cleaning Deposit (refundable*)				
Base deposit	\$500	\$500	\$500	
Additional Attendance (per guest >100)	\$1 per guest	\$1 per guest	First 200 incl.	
Furniture and Decorating Policy Additions	See contract	See contract	See contract	
Food and Beverage Policy Additions	See contract	See contract	See contract	
Total Security and Cleaning Deposit Fee				

*Note: The security deposit check will be cashed prior to the lodge rental and a separate refund check issued after the event.