

Gazebo at Kendall Park Rental Agreement

1. Payment of rental is required prior to event via cash, check, or credit card. A 3% credit card processing fee will be passed through on all credit card transactions. If paying by check, check must be made out to Headquarters Unlimited and mailed to 2441 S. Teeland Street, Wasilla AK 99623 prior to event date.
2. Unless other arrangements are made, set-up, decorating and clean-up must be conducted in the time block rented. Prior to event start time, Renter will be provided – via contact information in reservation – a code to the key box with access instructions.
3. The Gazebo at Kendall Park (Headquarters Unlimited) is not responsible for supervising Renter and/or Renter's guests' behavior, nor is it responsible for negligent or illegal acts, or willful behavior. Renter will be liable to The Gazebo at Kendall Park (Headquarters Unlimited) for such acts. The Gazebo at Kendall Park (Headquarters Unlimited) is not responsible for the damage or loss of any merchandise or belongings left in or on property prior to or after event. Please note that pets are not allowed inside the Gazebo and smoking indoors is prohibited; we request guests use the provided receptacle outside and ensure that cigarettes are completely extinguished.
4. An inspection is conducted before and after each rental. There are 50 folding chairs, 8 rectangular tables (two 8' and six 6') and one 4' round table. In addition, there are two small step stools, broom, vacuum, two power strips, a microwave, TV, sound bar and four remotes (TV, sound bar, Apple TV, and fans) within premises. If any items are found to be missing after rental, the Renter shall be charged accordingly.
5. Decorating policy: unless otherwise agreed upon, Renter is responsible for all decorations and necessary supplies. A wire cable has been installed, and clips provided, for decorating convenience. Glitter, confetti, helium balloons, staples, nails, thumb tacks, tape and glue are strictly prohibited. If it is found that helium balloons, glitter or confetti were used or damage to walls made by tacks, tape, or adhesives, or other damages occurred to the property, Renter shall be responsible for actual expenses to clean and/or repair.
6. Cleaning policy: unless otherwise agreed upon, Renter is responsible for returning the Gazebo to its original condition. This includes tearing down tables and chairs and returning to their designated space, cleaning as needed, removing all decorations, food, and beverage items, and emptying and removing all trash. Cleaning supplies, garbage bags, broom and vacuum are provided.

By accepting/signing this document, Renter agrees to the terms stated above.