



Chalet Room Information & Rental Rates

Thank you for your interest in the Bayshore Clubhouse Chalet Room. The space can accommodate up to 150 guests, has an elegant rustic cedar atmosphere, large corner rock fireplace and oversized windows with views of the Chugach Mountains and Bayshore Lake. The space already looks great and is easy to add decorations to suit any event. We feature a vaulted ceiling, a large built-in dance floor, a kitchen facility and an outdoor deck with a propane grill.

The rental fee includes the use of the Chalet Event Room for the whole day including setting up early and then enjoying a six-hour event time. You also get another hour at the end of your six hours to gather your belongings. We provide all of the tables, chairs, a kitchen, an outdoor deck with propane grill, dance floor, fireplace, pro sound system with microphone, 85" TV with Blu-ray, portable bar, dressing suite and more!

What makes us different? Event clean-up is included with your rental. Staff is on-site during your event in case you need anything. And you can choose your own vendors including caterer, music, linens and much more. You can bring in your own alcohol and/or other beverages. No alcohol permit is required if you give it away to your guests. We make it easy to plan an event! Let's discuss the details of your event and we will make booking and planning your event a breeze!

Bayshore Clubhouse is at 3131 Amber Bay Loop in South Anchorage approximately 15 minutes from downtown. It is tucked into the heart of Bayshore neighborhood, conveniently located off of Minnesota Drive and 100th Avenue. Another route is off of Dimond Boulevard to Victor Road and then west on 100th Avenue.

We would love to have you stop in for a tour. Please contact Event Manager Nate Summers at **events@bayshore.club** to schedule a time. He is generally on-site Monday through Friday from 9:00 a.m. - 5:00 p.m. To enjoy a virtual tour of Bayshore Clubhouse, and see photo galleries and videos, please visit our website at **www.bayshore.club**.

We look forward to seeing you here!

Nate Summers, Event Manager
events@bayshore.club
(907) 522-4905 direct phone
(907) 344-0539 main office
www.bayshore.club

Bayshore Clubhouse Furniture and Equipment Inventory

Chairs

- 150+ White, Wedding-style, Resin Chairs (for use inside Clubhouse only) rated at 250 lbs.
- 150+ White, Wedding-style, Resin Chairs (for outdoor ceremonies only) rated at 250 lbs.
- 150+ Black Folding Chairs (indoor/outdoor) rated at 1,000 lbs.
- 57 Padded Burgundy Hotel-style Chairs

Tables

- 15 60" Round Tables (seats up to eight guests)
- 7 48" Round Tables (seats up to six guests)
- 16 6' x 30" Rectangular Banquet Tables
- 4 8' x 30" Rectangular Banquet Tables
- 3 4' x 2' Rectangular Banquet Tables (Regular Table Height or Lower/Higher)
- 8 32" Round Bistro, Stand-up Tables, 42.5" from floor
- 2 36" Square Tables
- 8 8' x 17.5" Rectangular "Skinny" or "Classroom" Tables

Other Equipment Included in Each Rental

- Portable Bar on Wheels, Marble-like top
- Podium
- Professional Sound System with Mixer, Wireless Handheld Microphone, Bluetooth Receiver, CD Player, Device may be hooked into system via Bluetooth or mini-plug headphone jack
- Dance Floor, Built-in 22' x 23' Wood-laminate
- Dance Floor Lighting Effects. Four effects in one fixture, sound activated
- Free Wi-Fi
- 85" Smart Television w/ YouTube TV
- 40" Roku Television
- Propane Barbecue Grill on Outdoor Deck, propane included
- Fireplace, Large corner with rock facade. Burns wood or fire logs
- Electronic Piano. 88 weighted keys, internally amplified. Can patch into sound system
- Wedding Arbors/Arches, three choices
- American Flag, Alaska Flag
- Flat-bed Cart
- Trash Cans on wheels

Optional Items

- Additional event hours above six: \$200 each, scheduled in advance
- Additional Set-up hours prior to stated time: \$50 each, scheduled in advance
- Coffee Service, large pump pots of coffee and hot water. Includes selection of teas, cider and cocoa, cups and condiments: up to 50 guests: \$75; up to 100 guests: \$125; up to 150 guests: \$175.
- Patio Heaters and Fire Tables: \$50 each or all four for \$150. Fuel included
- White/black Linen Rentals. 90" Round, 60"x126" Rectangular: \$10 each
- Duraflame Fire Logs. Two for \$15

Ladders

- Six-foot and Eight-foot Wooden A-Frame Ladders
- 16-foot Aluminum A-Frame Ladder
- Adjustable sliding "painter's" Ladder, reaches to highest point of vaulted ceiling

Renters should provide all other materials needed including push pins, tape, scissors, extension cords, etc.

Note: Bayshore Clubhouse makes every effort to keep the inventory updated for events. Renters may occasionally find an item listed is unavailable, being repaired or not able to be used for whatever reason. (Revised September 2023)

Bayshore Clubhouse Floor Plan

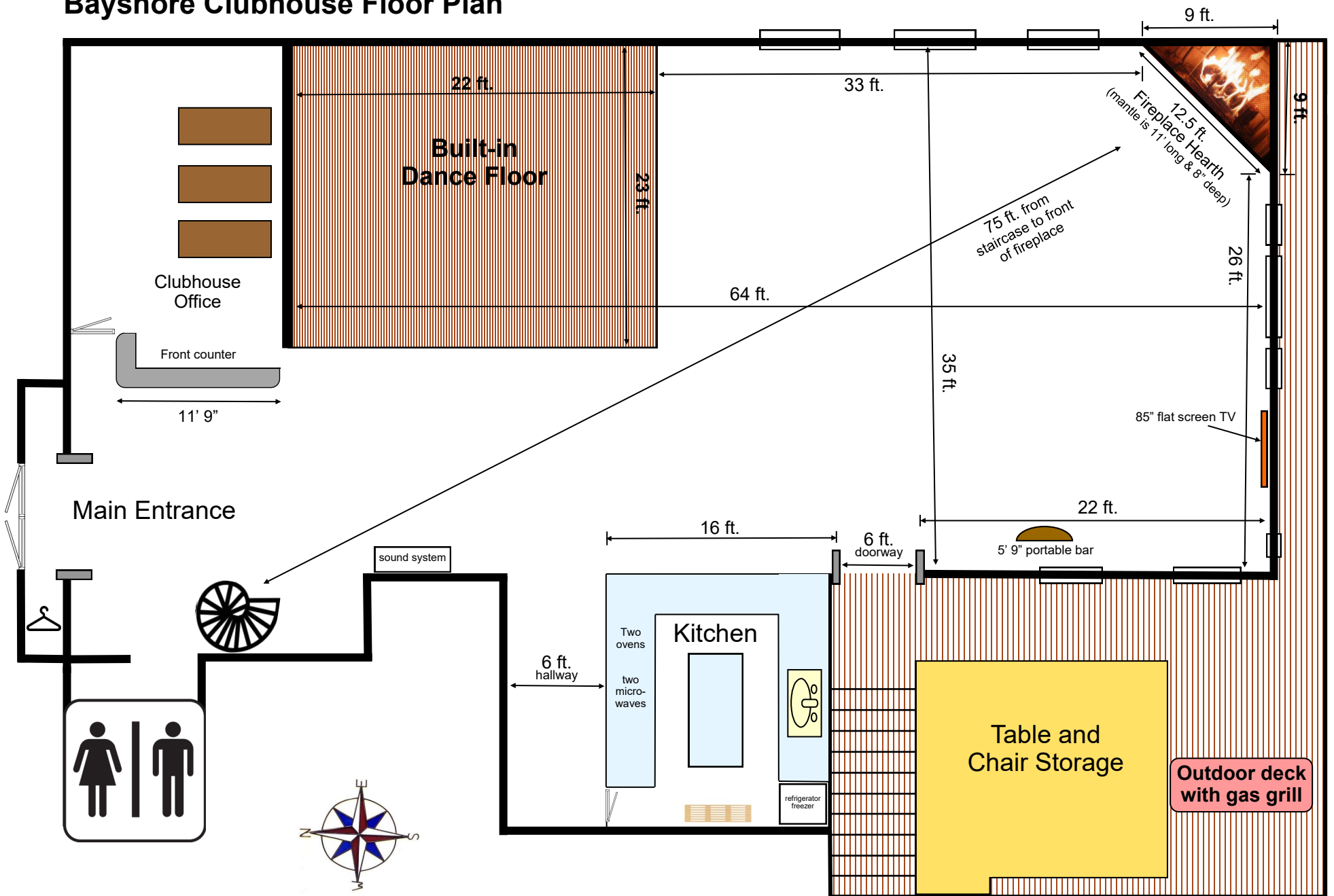


Diagram is not to scale

Revised 11/21

**Bayshore Clubhouse
Chalet Event Room Rental Policy**

Chalet Event Room

- Up to 150 people
- Up to six hours of event time (in addition to set-up/break-down time) Additional hours are available.
- May decorate or set-up for party after 10:00 a.m. Sun-Fri and 8:00 a.m. Saturday; \$50 per hour for early setup

Reservations and Fees:

- Reservation/booking fee \$300 (non-refundable) per day booked, including multiple-day events and date changes
- If an event changes to a new date, the event cost will be at the higher of the two rates
- Event fee due 90 days before event date unless prior arrangements are made with Event Manager
- Event fee (varies depending on date) includes:
 - Day of event set up after 10:00 a.m. (Saturday 8:00 a.m.)
 - Six-hour event time that begins when your guests are scheduled to arrive
On Fridays, Saturdays and days before recognized national holidays event can go up until 11:00 p.m.
Sundays through Thursdays events can go up until 10:00 p.m.
 - One extra hour after event to gather decorations and personal items and for caterers and DJ to exit
 - Entry area
 - Main event room
 - Kitchen
 - Dance Floor
 - Outdoor deck with propane grill (fuel included)
 - Use of lawn (wedding ceremonies only)
 - Bridal dressing suite
 - Use of tables/chairs for up to 150
 - Clean up of event room by Bayshore staff
- Extra fees:
 - Early open day of event \$50 per hour
 - After hours if party extends beyond six hours (\$200 per hour); must be arranged in advance.
 - No refunds for extra hours purchased
 - A fee will be charged for damages or clean-up beyond the ordinary, including removal of directional signs or balloons in neighborhood.

USE OF CLUBHOUSE AND DAY OF EVENT

Set-up

- May decorate or set-up for party after 10:00 a.m. Sun-Fri and 8:00 a.m. on Saturdays 8:00 a.m. \$50 per hour for early set-up
- You may decorate walls and ceiling by using scotch/painter's tape or push pins that are easily removed after event. No staples
- Chairs may be used or removed to deck (use hand truck) or moved to entrance area (please see office staff)
- Bayshore provides chairs/tables for up to 150 guests
- Please provide your own linens or coverings for tables (or chairs, if applicable)
- **No glitter, rice, or confetti allowed, Please inform your helpers and decorators...**
or any other item that is very difficult to clean-up (i.e., bird seed or small candies with wrappers because the wadded-up wrappers end up all over carpet and under furniture) **Additional charges may be levied if glitter or confetti is used.**
- No fog machines, sparklers, sky lanterns (which are illegal in the Municipality of Anchorage), or other combustible materials
- Hallway by kitchen must always be clear due to fire regulation
- Other clubhouse guests will be coming through hallway during setup only
- Candy counter may be covered 60 minutes prior to the event
- DJ or tables may set up on dance floor
- You may bring in fire logs (Duraflame, e.g.) or real wood for fireplace use

Areas of Clubhouse available

- Chalet Room, dance floor, kitchen, bathrooms, fireplace, deck, (bridal) dressing suite and lawn (for ceremony only)

Areas on Clubhouse NOT available

- Preschool rooms
- Downstairs area (i.e. swimming pool, fitness room, billiards)
- Playground
- Tennis Court
- Lawn (except for wedding ceremony)
- No congregation should occur in front of Clubhouse, on lawn or parking lot

(Over)

Kitchen

- 2 microwave ovens
- 2 standard ovens
- Wide refrigerator/freezer combo
- Beverage refrigerator
- No utensils or cookery provided, please bring all your own kitchen items (soap, hot pads, wash cloths)
- No frying or broiling allowed in kitchen, but crock pots, food warmers, chafing dishes or other non-fry plug-ins are allowed
- Kitchen cabinets are locked and belong to the preschool located in the building

During the Event

- Length of Event
 - Your maximum event time is six hours and begins at prearranged time or when first guests begin arriving, whichever occurs first
- Contact Person
 - Designated contact person must be at least 21 and act as agent of renter on security matters such as ensuring no one under 21 is drinking, adult guests do not become overly imbibed, noise level is within acceptable levels as designated by office party monitor, no outside gathering, and civility of all guests
- Alcohol
 - **No alcohol may be served/consumed prior to 6:00 pm weekdays due to preschool on premises AND office staff has confirmed that all children have been signed out by parents**
 - For use by adults 21 and older
 - When do I need State Permit?
 - If you sell tickets to your event
 - If you charge for alcohol or pass out drink tickets
 - If you raffle off baskets or other items containing alcohol, such as bottles of wine
 - No special insurance or permit for alcohol use for private parties by invitation and there is no fee for event and no charge for alcohol.
- Smoking
 - Permitted only on back deck after 6:00 pm weekdays AFTER office staff have confirmed that all preschool children have been signed out by parents. Smoking on back deck okay evenings plus all day Sat/Sun
 - No smoking or vaping whatsoever inside Clubhouse or front or sides of building, parking lot or lawn.
- Noise level
 - Office personnel will monitor noise level and advise if excessive
 - Front doors/windows must remain closed if party is loud
- Children
 - Children must remain in building or on deck and be supervised at all times. Children are prohibited from going upstairs to bridal dressing suite unless accompanied by an adult

After the Event

- Event Room
 - Please remove all decorations and pushpins, etc. that secured items to walls or ceiling
 - Balloons must be removed; special tool available for high ceiling floaters
 - Please remove from property all linens, dishes and other items, such as rental items, etc.
 - **Do not put away Bayshore tables and chairs, but please clear tabletops**
 - **Do not empty trash cans. If trash cans need to be emptied during event, please see Bayshore a staff member**
- Kitchen
 - DO clean kitchen to be ready for next event
 - DO check refrigerator, drink fridge, microwaves, and ovens for food, dishes, utensils
 - **DO NOT empty trash cans**
- Closing Time
 - Once your six-hour event time ends, a maximum of one hour is permitted for cleanup
 - Premises must be vacated in timely manner. If clean-up activities, DJ departure, caterer cleanup, or function continue after agreed rental, an extra fee of \$200 per hour will be assessed
- Credit card guarantee must be supplied prior to the event for extra fees for late departure, damage, cleaning, removal of outside directional signs or debris, or call to authorities.
 - Damage to facility will be charged for actual cost of repair
 - Extra cleaning charges will apply to clean-up of vomit (\$50 per incident) or any stains to carpet
 - Fee will apply to removal of directional signs that are not immediately removed after event
 - Fee for outside debris clean-up such as plates, cups, cigarette butts, and broken glass
 - \$200 fee if authorities are called. Car parades with honking and/or lights that bring police will be charged \$500.
 - You are encouraged to leave vehicles overnight if needed. We are not responsible for theft or vandalism to vehicles left overnight in parking lot