



# 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 8:30 am to 5 pm. Monday – Friday.</b> Rentals outside regular hours may be available with approval of the Tourism Director. An additional cost of \$40 per hour may apply to cover after hours staffing.	<b>Set up:</b>				
	<b>Event Duration:</b>				
	<b>Clean up:</b>				
<b>Event taking place:</b> Description:					
<b>Responsible Person Name:</b> & Business or organization					
Phone					
E-mail/Address					
	<b>Rates</b>	<b>Half Day</b>	<b>Full Day</b>	<b>2 Day</b>	<b>3 Day</b>
Regular Rates	\$75	\$125	\$175	\$225	
Non-Profit / Government Rates	\$50	\$75	\$100	\$125	
<b>Included Services/Amenities</b>	<b>Quantity needed</b>				
Chairs					
Tables					
Other (please circle/highlight needed items)	Welcome Sign, Dry Erase Board, Pull down screen				
<b>Additional Item Rentals</b>	<b>Additional Fees Apply</b>				
	(Circle/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, Smart TV, Table mic/sound system				
Food & Beverage Service Equipment - \$25 Daily fee	Table linens, napkins, hot water kettle. hot beverage dispenser <b>EQUIPMENT RENTAL ONLY. NO ONSITE F&amp;B SERVICES</b>				
<b>Special Instructions &amp; room use requests</b>					

\*\*\*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 to:**  
 Skagway Visitor Department  
 P.O. Box 1029 – Skagway, AK 99840  
 907-983-2854 | [skagwayinfo@skagway.org](mailto:skagwayinfo@skagway.org)

**Rental invoice will be emailed if room is available. Rental is confirmed once payment is received.**