



Skagway
Development
Corporation

Small Business Resource Center Rental Agreement

LOCATION: 402 STATE ST SKAGWAY, AK 99840

MAILING ADDRESS: PO BOX 1236 SKAGWAY, AK 99840

PHONE: 907.983.3414 ~ FAX: 907.983.3414 ~ EMAIL: DIRECTOR@SKAGWAYDEVELOPMENT.ORG

Name of Organization:

Contact Person:

Phone Number:

Email Address:

Event Date(s):

Event Time(s):

Type of Event:

Organization Status:

*Please indicate if you are a local non-profit, part of our fiscal sponsorship program, or a for-profit organization.

Local Non-Profit

Fiscal Sponsorship Program

For-Profit Organization

Room Rental Options:

*Please select your preferred rental duration, No rental charge for Local Non-Profit or Fiscal Sponsorship Partner

Hourly Rental

- \$25/ Hour (Min. of 2 hours)

Daily Rental

- \$150.00 for Day One
- \$75/ day for each additional day

Total Amount

Requested:

Liability Clause:

By signing this agreement, the renter acknowledges full responsibility for the use and care of the Small Business Resource Center and all equipment. The renter agrees to pay for any damages or losses that occur during the rental period. The Small Business Resource Center is not liable for any injuries or accidents that occur during the event.

Reservation and Cancellation Policy:

To secure your reservation, please complete this form and submit it to director@skagwaydevelopment.org. Once your request is reviewed and the center's availability is confirmed, you will receive a confirmation along with payment instructions. Full payment is required to finalize your booking. Cancellations made 48 hours or more before the event will receive a full refund. Cancellations made within 48 hours of the event will receive a 50% refund. No-shows will be charged the full rental fee. Upon confirmation, a lockbox code will be provided shortly before your rental date, granting you access to the Business Resource Center for the duration of your event.

Signature of Renter:

Date: