

Riverboat Discovery Charter Request Form

CONTACT INFO

Name: _____

Organization: _____

Mailing Address: _____

Physical Address: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Email: _____

EVENT INFO

Event Date: _____

Event Type: _____

Event Title: _____

Event Open to Public: []

Fee Charged to Public: _____

Approximate Number of People at Event: _____

FOOD SERVICE

Type of Food Service: _____

Catering: Self Catered [] Professionally Catered []

Name of Food Service Coordinator/Caterer: _____

Phone Number of Food Service Coordinator/Caterer: _____

*It is the responsibility of the Food Service Coordinator/Caterer to contact Wade Binkley at least two weeks before event in order to discuss timeframe and setup of catering equipment.

DRINK SERVICE

Alcoholic Drink Service: []

Type of Alcoholic Beverages to be Served: Beer [] Wine [] Mixed Drinks []

Bar Service: No Host Bar [] Open Bar []

Additional Alcoholic Drink

Requests: _____

Non Alcoholic Drink Service: []

Non Alcoholic Drinks Provided by: Event Organizer [] Riverboat Discovery []

Additional Non-Alcoholic Drink

Requests: _____

*All alcoholic drinks must be provided and served by the Riverboat Discovery staff.

ENTERTAINMENT

Music: []

Type of Music: Band [] DJ [] Music CD [] I-Pod []

Name of Band/DJ/Music Coordinator: _____

Phone Number of Band/DJ/ Music Coordinator: _____

How Many Band Members: _____

Band/DJ Equipment to be Brought on Board: _____

*It is the responsibility of the Band/DJ/ Music Coordinator to contact Wade Binkley at least two weeks before event in order to discuss equipment requirements and setup.

*All music played on the Riverboat Discovery must be of appropriate nature and played at a level that will not disturb our neighbors along the Chena River.

Speaker/Lecturer: []

Name of Speaker/Lecturer: _____

Phone Number of Speaker/Lecturer: _____

SETUP

Name of Person in Charge of Setup: _____

Phone Number of Person in Charge of Setup: _____

*Setup may begin at 5:30 PM on the evening of the cruise. If available, the boat may be boarded earlier in the day to begin setup; this is not guaranteed and is determined by normal operating schedule of the boat.

*It is the responsibility of Setup Coordinator to contact Wade Binkley at least two weeks before event in order to discuss setup timeframe and options.

CLEANUP

Name of Person in Charge of Cleanup: _____

Phone Number of Person in Charge of Cleanup: _____

*All passengers/caterers/personal items must be off the boats and clear of the parking lot within 30 minutes of returning to Steamboat Landing. **Vehicles left in parking lot will be locked in the parking lot until 8 AM the following morning and may be subject to towing if not parked in the correct location.**

AVAILABLE EQUIPMENT

14 8' Banquet Tables: []

2 6' Banquet Tables: []

300 Chairs: []

DVD Player: []

CD Player: []

I-Pod Adapter: []

2 Microphones: []

2 Microphone Stands: []

Use of Onboard Closed Circuit Camera and Video Monitor System: []

Additional Equipment Requests: _____

*Additional equipment may be available upon request.

AGREEMENT

I have read and completed the Riverboat Discovery Charter Request Form and noted the items and services my group/organization will need. I understand the completion of this form is the basis for my reservation and any changes may require re-evaluation of the reservation for the event

I, and all those in attendance at the event, understand that during the event the rules and directions laid forth by the Captain and Deck Crew of the Riverboat Discovery must be strictly obeyed at all times.

Signature: _____

Date: _____

Alaska Riverways, Inc. Charter Confirmation

**Charters are not considered confirmed until a company representative reviews, signs and dates the completed charter request form and a deposit is received. A copy of this signed form will be provided to you at that time, for your records.

Signature: _____

Date: _____