



Jilkaat Kwaan Heritage Center
HC 60 Box 2204 | Haines, AK 99827
Phone: (907) 767-5485

Jilkaat Kwaan Heritage Center Rental Request Form

Please make all requests by completing and emailing this form two (2) weeks in advance. E-mail completed form to info@jilkaatkwaanheritagecenter.org

I am requesting:		
☐ a space rental at the Hospitality House	☐ a space rental at the Hospitality House with kitchen access	☐ a space rental at the JKHC Classroom
Start time for your requested event? <i>(between 08:00-19:00)</i>		
End time for your requested event? <i>(between 08:00-20:00)</i>		
What is the start date for your request?		
What is the end date for your request?		
Would you also like to request the gift shop to open during your event?		☐ Yes ☐ No
How many people will be in attendance to your requested event?		
Contact info		
Your name:		
Organization name: <i>(If request is as an individual write self in organization name)</i>		
Billing Address		
City	State	Zip Code
Phone Number:		
E-mail:		
Reference for Invoice: (e.g. orientation)		

Capacity	Tables and chairs	Chairs only	Standing only
JKHC Hospitality House	40	60	120
JKHC Classroom	25	60	80
Rental Rates			
1 Hour \$100	4 Hour \$200	Daily \$300	Kitchen Access add \$150

Staff will contact you with follow-up questions and to let you know if we are able to meet your request at this time. Please allow for at least two (2) business days for a reply.

Incomplete forms will not be processed.

E-mail completed form to info@jilkaatkwaanheritagecenter.org