

## WEDDING RENTAL AGREEMENT

**PRIMARY CONTACT** \_\_\_\_\_ Day Phone: \_\_\_\_\_ eve \_\_\_\_\_  
Primary Contact email: \_\_\_\_\_  
Bride Name: \_\_\_\_\_ Groom Name: \_\_\_\_\_  
Address \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Package:** (Circle) **A** Weekend Event, **B** Friday Event, **C** Sunday Event, **D** Tuesday Event, **E** Wednesday Event **F** Custom

Arrival date: \_\_\_\_\_ Expected Arrival time: \_\_\_\_\_ Departure date: \_\_\_\_\_ Expected Departure time: \_\_\_\_\_

**CATERING INFORMATION:** Complete the following information if you prefer to have us do part or all of your food preparation  
Event meal:  Anderson Lodge caters  volunteers provide (\$300 fee)  Outside caterer (\$300 fee)  
Extra Meals  Anderson Lodge caters  volunteers provide  Outside caterer

**Remember: 1/3 of the estimated catering cost is due at least 60 days in advance of your event.**

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| <u>Wedding Catering:</u><br>(7.6% tax)  | <input type="checkbox"/> <b>Light Buffet</b><br>No. of people _____ | <input type="checkbox"/> <b>Grand Buffet</b><br>No. of people _____    | <input type="checkbox"/> <b>BBQ Buffet</b><br>No. of people _____ | <input type="checkbox"/> <b>Grand Buffet Plus</b><br>No. of people _____ |
| <u>Extended Catering:</u><br>(7.6% tax) | <input type="checkbox"/> <b>Brunch</b><br>No. of people _____       | <input type="checkbox"/> <b>Cont. Breakfast</b><br>No. of people _____ | <input type="checkbox"/> <b>Breakfast</b><br>No. of people _____  | <input type="checkbox"/> <b>Dinner</b><br>No. of people _____            |

**An exact count of all meals requested must be given to the office 20 days prior to event. You are required to pay for this amount or a greater amount if additional guests are served. No reduction in catering costs is allowed in the last 20 days.**

**LODGING CHOICES:** (Please initial all facilities you wish to rent)  
\_\_\_\_\_ Main Lodge & Bunkhouse with Dalarna Cabin  
\_\_\_\_\_ Hilltop House with the Hälsingland, Jämtland and Småland Cabins.

PLEASE ENCLOSE YOUR RESERVATION DEPOSIT WHEN RETURNING THIS FORM

**RESERVATION DEPOSITS: ALL LODGING RESERVATION DEPOSITS ARE NON-REFUNDABLE**

**Initial Deposit:** (Payable within 1 week of booking a date)

• Package A \$1,000      • Package B – C      \$ 700      • Package D – E \$ 500

**Confirmation Deposit:** (Payable 90 days before your wedding date)

• Package A \$1,000      • Package B – E      \$ 700      • Package D – E \$ 500

**Damage Deposit:** \$500

Damage deposit is due 14 days prior to your date. All or part of the Deposit will be kept if there is damage, excessive carpet soiling or an exceptional amount of cleaning is necessary. Deposit is fully refundable if lodge is found to be in satisfactory condition.

**CLEANING INFORMATION:** (plus 7.6% tax)

You may choose to do your own cleaning or have our staff clean after your stay. If you choose to do the cleaning, we provide the cleaning checklist and supplies. For those groups wanting to leave the cleaning to us, we ask that you help us out and complete some minor tasks that will allow our staff to thoroughly clean the lodge for the next group. Please put back all furniture you may have moved, wash dishes, put away dishes, supplies and equipment in their original locations, remove trash and straighten up beds. Please take home all personal items and food you may have brought with you. We keep a lost and found item for 30 days.

**There is a 10 can limit on trash.** Please take excess trash home to dispose of. All wine bottles, soda/beer cans and water bottles must be taken home to dispose of by the wedding party. There will be a trash removal charge if this is not done.

- Our group will clean the Lodge/Hilltop/cabins according to the checklist provided & have it ready for the next group.
- Our group prefers to have Anderson Lodge take care of the major cleaning and agrees to wash all dishes, put back furniture, return all dishes, supplies & equipment to their proper locations, remove trash and straighten up beds.

Cleaning fees: Main Lodge and cabin **\$450** Hilltop House and cabins **\$375**

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**BEDDING RENTAL:** (plus 7.6% tax)

Most groups bring their own bedding, towels and pillows. If you are a group that would prefer to have us provide the bedding, please do your best to complete the following. You can notify the home office of the exact count one week before your date. Bedding sets include: Sheets, blanket, pillow(s) and towel(s) Designate number for size of beds:

**Bedding Set** @\$12.00 each. \_\_\_\_ Twins \_\_\_\_ Doubles  **Extra towel** \_\_\_\_ @ \$1.00 each  **Extra pillow** \_\_\_\_ @ \$1.00 ea.

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## **CONTRACT**

This form is the Anderson Lodge Contract Rental Agreement and should be read thoroughly. Please submit this contract, and your Initial Deposit, ( •Package A \$1,000 • Package B – C \$ 700 • Package D – E \$ 500) to the Anderson Lodge Home Office. Your second deposit, the Confirmation Deposit, is due \_\_\_\_\_. (Call office for due date) Confirmation Deposit is the same dollar amount as the Initial Deposit and is required for booking.

**Both deposits are non-refundable.** Checks payable to **Anderson Lodge**.

### AGREEMENT:

- The applicant is responsible for any and all damage done to the facilities or property by any person who is a guest of applicant on the date/s of use. In the case of damage, please inform the Anderson Lodge office. If damage occurs, Anderson Lodge will keep all or part of the damage deposit paid by client. If damage costs exceed the \$500 deposit, applicant is responsible to pay for this additional amount within 10 days of receipt of cost of repair.
- Anderson Lodge is not responsible or liable for loss of any property of any person who uses the facility on the date of use.
- Applicant agrees to hold Anderson Lodge harmless for any accident or injury that occurs while a guest at Anderson Lodge. It is each group's responsibility to provide medical and accident insurance for its participants.
- **Client must obtain a Washington State Liquor Permit if alcohol is served. Anderson Lodge cannot serve alcohol.**

### USE AGREEMENT:

- Applicant is aware that no smoking is allowed and no pets are allowed in any building on any Anderson Lodge site and will inform all members of their group of this rule.
- Applicant understands completely that the amount of \$\_\_\_\_\_ deposit (initial plus confirmation deposits) is non-refundable and shall be applied to rental fee. (•Package A \$2,000 • Package B – C \$1,400• Package D – E \$ 1,000)
- Applicant agrees to pay \$500 damage deposit which is refundable if lodge is in satisfactory condition after stay. All or part of this deposit will be kept if there is breakage; excessive carpet soiling, excess trash or an exceptional amount of cleaning is needed.
- Applicant is to limit their trash to a 10 can total. Applicant is to take with them all soda/beer cans, wine bottles, water bottles and excess trash that is above the 10 can limit. Excessive trash removal will result in a deduction from the damage deposit .
- Applicant is responsible to pay 1/3 of the estimated catering cost, at least 60 days in advance. An exact catering count is due 20 days prior to your scheduled date and no reduction in cost will be made within that 20-day period.
- Applicant understands that our wedding package price sheet defines the prices and package prices are subject to 9.6% tax.. Should a tax increase occur, client will be responsible for that increase.
- **APPLICANT AGREES TO PAY THE FINAL BILL & DAMAGE DEPOSIT 14 DAYS PRIOR TO THE EVENT, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE ANDERSON LODGE OFFICE. ANY PAYMENT PAST THE 14 DAY REQUIREMENT MUST BE A CASHIERS CHECK MADE PAYABLE TO ANDERSON LODGE. NO ENTRANCE WILL BE ALLOWED UNTIL PAYMENT IS MADE IN FULL.**

Applicant states that the above information is true and this is a firm reservation. **ALL DEPOSITS ARE NON-REFUNDABLE.**

The undersigned has the authority to sign this agreement.

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|---|---|
| Contact signature: _____  | 2007 - 2008<br>Anderson Lodge<br>Accepted by: _____   |
| Applicant printed name: _____   | Date: _____   |
| Date: _____   | Date: _____   |
| PLEASE RETURN TO: Anderson Lodge Home Office<br>18410 NE 399th ST<br>Amboy, WA 98601-3226 | e-mail: lodge@andersonlodge.com<br>web site: www.andersonlodge.com<br>telephone: (360) 247-6660 |