

Anderson Lodge Retreat Center

STUDENT SCHOOL DISTRICT RENTAL AGREEMENT 2006-2007

SEE PRICE LIST FOR RATES

Client Name: _____ Group Name: _____
Address: _____ Day Phone: _____
_____ Eve. Phone: _____
_____ Cell: Phone: _____
Email: _____ Fax: _____

Arrival date: _____ *Expected Arrival time: _____ ** (Anderson Lodge check in 4:00 PM)
Departure date: _____ *Expected Departure time: _____ ** (Anderson Lodge check out 1:00 PM)

** Overnight groups must call 360-247-6660 if they wish to request a different arrival or departure time.

*** A fee may be charged for early check-in and late departure times

1. EXPECTED GROUP SIZE: _____ overnight guests _____ day use guests

Additional Guest Policy: All guests at Anderson Lodge are charged a fee. If you have anyone just coming up for the day, or partial day and not staying overnight, they are still considered a guest and are charged the same.

2. WE REQUEST YOU UTILIZE ANDERSON LODGE CATERING SERVICE, RATHER THAN HIRING AN OUTSIDE CATERER. IF YOU CHOOSE TO HAVE VOLUNTEERS PROVIDE THE FOOD FOR THE RETREAT AT NO COST - A KITCHEN FEE WILL BE CHARGED.

CHECK ONE: Anderson Lodge catering _____ We will do our own cooking _____

CATERING INFORMATION: Complete the following information if you prefer to have us do part or all of your food preparation. See price list for cost of meals.

Date: _____ Indicate number of meals: B _____ L _____ D _____ Sack lunch: YES NO

Date: _____ Indicate number of meals: B _____ L _____ D _____ Sack lunch: YES NO

Date: _____ Indicate number of meals: B _____ L _____ D _____ Sack lunch: YES NO

An exact count of all meals requested must be given to the office 7 days prior to scheduled date. 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 7 days.

3. LODGING CHOICES: (Please initial all facilities you wish to rent) See "Price List" and "Reservation Policy"

_____ Main Lodge & Malung Bunkhouse
_____ Dalarna Cabin ? Available to large groups renting the Main Lodge or the Hilltop House
_____ Hilltop House ? This is a separate retreat facility across the road from the Main Lodge & Dalarna Cabin
_____ Hälsingland Cabin (on Hilltop House site) ? Available to large groups renting the Main Lodge or the Hilltop House
_____ Jämtland Cabin (on Hilltop House site) ? Available to large groups renting the Main Lodge or the Hilltop House
_____ Småland Cabin (on Hilltop House site) ? Available to large groups renting the Main Lodge or the Hilltop House

4. CLEANING INFORMATION:

You may choose to do your own cleaning or have our staff clean after your stay.

Our group will clean the Lodge/Hilltop/cabin 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 do all dishes, put back furniture, return all dishes, supplies, equipment to their proper locations, remove trash and straighten up beds.

Cleaning fees: Main Lodge \$275; Dalarna Cabin \$25; Hilltop House \$200; Jämtland, Småland, Hälsingland Cabins \$15

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5. BEDDING RENTAL:

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.

CONTRACT

This form is the Anderson Lodge Contract Rental Agreement and should be read thoroughly. Please submit this contract, and your Initial Deposit, (*Main Lodge: \$250/night, Dalarna Cabin: \$30/night and Hilltop House: \$150/night*) to the Anderson Lodge home office. Your second deposit, the Confirmation Deposit, is required to confirm booking, call office for due date. The Confirmation Deposit is the same dollar amount as the Initial Deposit. **Both deposits are non-refundable.** Make 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. Anderson Lodge will itemize the cost to repair said damage and applicant agrees to pay such statement within ten (10) days of receipt of the 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.

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 \$ _____ per night deposit (initial plus confirmation deposits) is non-refundable and shall be applied to the rental fee.
- ✍ Applicant is responsible to pay 1/3 of the estimated catering cost, at least 60 days in advance. An exact catering count is due 7 days prior to your scheduled date and no reduction in cost will be made within that 7-day period.
- ✍ Applicant will be responsible for all hot tub maintenance during their stay. Testing strips and chemicals will be supplied and the hot tub must be tested and balanced before and after each use. Regulations must be strictly followed. Anderson Lodge will NOT be responsible for any injury occurring as a result of hot tub use. **A \$25 fee will be charged for groups who do not properly maintain the hot tub OR allow water to reach unsanitary conditions.**
- ✍ Applicant agrees to keep an accurate guest count and report it to the office.
- ✍ Applicant understands that our 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 Anderson Lodge bill upon departure, unless prior arrangements have been made with the Anderson Lodge home office.

Applicant states the above information is true and this is a firm reservation. The undersigned has the authority to sign agreement.

Applicant signature: _____	Anderson Lodge 2006-2007 SD
Applicant printed name: _____	Accepted by: _____
Date: _____	Date: _____
PLEASE RETURN TO: ANDERSON LODGE OFFICE 18410 NE 399TH ST AMBOY WA 98601-3226	e-mail: lodge@andersonlodge.com web site: www.andersonlodge.com telephone: (360) 247-6660

Physical Address (not mailing address)

MAI N LODGE
12025 Lewis River Road
Ariel, WA 98603

Physical Address (not mailing address)

HI LLTOP HOUSE
12014 Lewis River Road
Ariel, WA 98603