

Anderson Lodge Retreat Center

BUSINESS RETREAT RENTAL AGREEMENT

Client Name: _____ Group Name: _____
Address _____ Day phone: _____
_____ Eve. Phone: _____ Cell: _____
_____ Client Email: _____
Arrival date: _____ Expected Arrival time: _____ Departure date: _____ Expected Departure time: _____

GROUPS must call 360-247-6660 to request different arrival or departure time. A fee may be charged for early check-in & late departure times

1. EXPECTED GROUP SIZE: Date _____ number _____, Date _____ number _____, Date _____ number _____,

Additional Guest Policy: All guests at Anderson Lodge are charged a fee. If you have anyone just coming up for the day, or part of a day, they are still considered a guest. Overnight, partial day and day use guests are charged the same. Groups are required to keep accurate counts of guests.

2. BUSINESS RETREAT OPTIONS

- Day Retreat (7AM – 3PM) Lunch Extended Day (7AM-8PM) Lunch Dinner
 Day Plus night (7AM – night – 1PM) Lunch, dinner, brunch Night plus Day (4PM night 4PM) Dinner, brkfst, Lunch
 Day night day (7AM night 8PM) lunch, dinner, C. breakfast, lunch, dinner Other: _____

ADDITIONAL OPTIONS FOR RETREATS:

- Continental Breakfast Midday Snack Extra Lunch Hors d'oeuvres Bedding service
 Other _____

CATERING INFORMATION: Please send in a CATERING REQUEST FORM TO REQUEST CATERING FOR YOUR GROUP
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 indicate all facilities you wish to rent) See "Price List" and "Reservation Policy"

- MAIN LODGE**
 Dalarna Cabin (on Main Lodge site) Extra Rental
 HILLTOP HOUSE
 Hälsingland Cabin (on Hilltop House site) Extra Rental
 Jämtland Cabin (on Hilltop House site) Extra Rental
 Småland Cabin (on Hilltop House site) Extra Rental

4. CLEANING INFORMATION:

At the end of your stay we would appreciate it if you would leave the space in the same condition in which you found it!
Please have your group members complete the following:

- If you have moved any furniture, please place in original positions. Straighten blankets on all beds.
 Clean all dishes your group may have generated and put away (caterer will complete dishes from all meals they prepare)
 Remove all personal items and food you may have brought Turn off the heat and turn off lights
 Put away any sports equipment Report any damage or spills to lodge office

5. BEDDING RENTAL:

Bedding is included in the price of our business group rental. The bedding set includes: Pillow, sheets, pillowcase, blanket, and towel.
If you wish to have an extra towel or pillow the charges are as follows:

- ① Extra towel ___ @ \$1.00 each ② Extra pillow ___ @ \$1.00 ea.

Please leave all used bedding in the following locations:

Pillows and blankets on couches – Towels in bags on washer and dryer– Sheets on floor in front of washer/dryer

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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 to the Anderson Lodge Office. (**Main Lodge:** \$300/night, **Dalarna Cabin:** \$30/night and **Hilltop House:** \$200/night, **3 Cabins:** \$20/night/cabin) 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. 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
- ▶ Candles must be in fireproof or glass votive containers only. Container must exceed the height of the flame
- ▶ 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.
- ▶ An exact catering count is due 7 days prior to your scheduled date. No reduction in cost will be made within that 7-day period.
- ▶ 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 keep an accurate count of guests on a daily basis and report such count to the main office for billing.
- ▶ Applicant agrees to pay the final Anderson Lodge bill upon departure, unless prior arrangements have been made with the Anderson Lodge Office.

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

Applicant signature: _____		2009-2010B
Applicant printed name: _____		Anderson Lodge
Date: _____		Accepted by: _____
PLEASE RETURN TO: Anderson Lodge Home Office		Date: _____
18410 NE 399th ST		e-mail: lodge@andersonlodge.com
Amboy, WA 98601-3226		web site: www.andersonlodge.com
		telephone: (360) 247-6660

Physical Address (not mailing address)

MAIN LODGE
12025 Lewis River Road
Ariel, WA 98603

Physical Address (not mailing address)

HILLTOP HOUSE
12014 Lewis River Road
Ariel, WA 98603