

Anderson Lodge

RENTAL AGREEMENT

Contact Name: _____	Group Name: _____
Address _____	Day phone: _____
_____	Eve. Phone: _____ Cell: _____
_____	Client Email: _____
Arrival date: _____ Expected Arrival time: _____ Check in Person _____ (1st person on the property-signs arrival material)	
1-night packages standard check-in 2 PM.- Early entry 12:00 PM only if schedule permits. Extended early check-in \$100/hr before 12 PM	
2+night packages. standard check-in 4 PM -Early entry 2:00 PM only if schedule permits. Extended early check-in \$100/hr before 2 PM	
All packages: Standard check-out. 10 AM Late check-out 12 PM only if schedule permits. Extended Late check out \$100/hr past 12:00 PM	
Departure date: _____ Expected Departure time: _____	
What 3 words would you like on your sign? _____ (ex: Peace Corps Retreat)	

•Overnight groups must call 360-247-6660 to request a different arrival/departure time. •A fee may apply for early check-in or late departure times

1. EXPECTED GROUP SIZE: _____ <input type="checkbox"/> YOUTH <input type="checkbox"/> ADULTS <input type="checkbox"/> ADULTS & YOUTH
Date _____ number _____, Date _____ number _____, Date _____ number _____, Date _____ number _____

Additional Guest Policy: All guests at Anderson Lodge are charged a fee. Those coming up for the day, or part of a day, (speakers, cooks, etc.) are still guests. Overnight, partial day & day use guests are charged the same. Groups are required to keep accurate counts of guests each day.

2. MEAL PLAN: You may SELF-CATER and utilize volunteers to provide meals. You may have one of our PREFERRED CATERERS to provide your meals. You may have an OUTSIDE CATERER for meals. Catering deposits & final payments will be made directly to the caterer. The caterer will set prices and organize all service decisions. Contact us for a list of our preferred caterers. Kitchen fees apply for all clients and are as follows:
--

KITCHEN FEE – ALL GROUPS PAY \$50 KITCHEN FEE for each day of the rental – Subject to 9.8% tax

SELF CATERING

- No additional fee beyond the \$50/day kitchen fee

PREFERRED CATERING

- \$50 kitchen fee waived for any day/s where a preferred caterer provides your meals. Caterer confirmation required.
- \$50 kitchen fee will apply to any day/s without a preferred caterer.

OUTSIDE CATERING KITCHEN FEE

- \$50/day kitchen fee applies
- Add \$90 Catering Kitchen Fee for using Outside Caterer for any meal

PREFERRED CATERERS: Our preferred caterers are very experienced with catering AND are frequent caterers for Anderson Lodge. They know the location of supplies, have knowledge of traffic flow, and can answer questions concerning the Lodge. We want your event to be worry free and successful above all. Choosing one of our preferred caterers will insure that your event is in good hands.

3. LODGING CHOICES: (Please check all facilities you wish to rent) See “Price List” and “Reservation Policy” Subject to 9.8% tax

MAIN LODGE & Dalarna Cabin

HILLTOP HOUSE & 3 cabins (Hälsingland Cabin, Jämtland Cabin and Småland Cabin)

4. CLEANING INFORMATION: Subject to 7.8% tax

- You may choose to self-clean or have our staff clean after your stay. If you choose to **SELF-CLEAN**, we provide an extensive checklist and cleaning supplies. This choice is for very organized groups with a cleaning crew of adults who are willing to follow the entire checklist. Do NOT choose self-cleaning if your group doesn't have time to clean or doesn't have a dedicated crew of adult volunteers.

- For those groups requesting **ANDERSON LODGE STAFF TO CLEAN**, you must 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 & equipment in their original locations, remove trash and straighten up beds. Please take home all personal items/food you have brought with you. Trash limit: 10 cans.

PLEASE CHECK ONE of the following:

Self Clean: Our group will clean the Main Lodge site/Hilltop House site using the checklist provided & have it ready for the next group.

It takes a cleaning crew 2-3 hours to complete. There will be a \$100 minimum charge if checklist isn't followed and further cleaning is necessary.

Lodge Staff: Our group prefers to have Anderson Lodge complete the major cleaning and WE agree to wash all dishes, put back furniture, return all dishes, supplies & equipment to their proper locations, remove trash and straighten up beds leaving mattress coverings on beds.

Cleaning fees: Main Lodge & Dalarna Cabin \$325 • Hilltop House/Cabins \$325

5. BEDDING RENTAL: Subject to 7.8% tax

Most groups bring their own bedding, towels & pillows. If you want to have us provide the bedding, please note the following: Bedding sets include: Sheets, blanket, pillow(s) & towel(s). Bedding will be issued upon check-in & guests make up beds. Designate number for size of beds:

Request: Bedding Sets _____ doubles, _____ twins @ \$15.00/bed. No bedding request. Give exact count 2 weeks prior to date.

Guests make up beds, clear beds & put in designated areas upon departure. All beds have a fitted sheet & blanket on them which serves as a mattress covering. (Not meant as bedding) Leave fitted sheet/blanket on beds when you depart. \$100 fee charged if they are not on beds upon departure.

Anderson Lodge

LODGING CONTRACT

This form is the Anderson Lodge Contract Rental Agreement and should be read thoroughly. Please submit this contract, and Initial Deposit, to the Anderson Lodge Office. A 2nd deposit, Confirmation Deposit, is required. (Due date of 2nd deposit given when a contract /initial deposit is received) Confirmation Deposit is the same amount as Initial Deposit. Both required to book. Checks & credit cards accepted. Provide a proof of event/liability insurance for your event 14-days prior to check in. Final payment is due at the end of your stay. Initial/Confirmation deposits are non-refundable. All payments made toward a final bill are non-refundable.

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.
- ▶ Applicant agrees to pay a fee if lodge is not in satisfactory condition after stay. Applicant is responsible to pay a minimum \$100 fee if there is damage; excessive carpet soiling, excess trash or extra amount of cleaning is needed.
- ▶ 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 client's responsibility to obtain Event/Liability Insurance for the event. Submit proof of insurance 14-days prior to check in.
- ▶ It is the client's responsibility to notify Office of any changes to this agreement. (Meal plan, services, etc.).

USE AGREEMENT:

- ▶ Applicant is aware that no smoking is allowed in any bldg and no pets are allowed on the Anderson Lodge site and will inform all members of their group of this rule. If a pet has been brought, there is a \$50/pet fee. Absolutely no pets in buildings.
- ▶ Candles must be in fireproof or glass votive containers **only**. Container must exceed the height of the flame by 2 inches
- ▶ The use of sky lanterns, silly string, confetti, faux flowers, glitter, rice or scattered decorative ornamentation is strictly prohibited.
- ▶ Applicant agrees to be respectful to the community and move any amplified music indoors at 10PM & decrease the noise level.
- ▶ Applicant understands completely that the amount of \$300/night initial deposit and \$300/night confirmation deposit shall be applied to the rental fee. Both deposits are non-refundable. All payments made toward a final bill are non-refundable.
- ▶ Applicant will limit their trash to a 10 cans. Client is to remove and take back all (soda/beer cans, cardboard, wine bottles & water bottles) and excess trash. Client understands a fee will be charged for excess trash removal.
- ▶ Applicant understands that our price sheet defines the cost for lodging & services. Lodging is subject to 9.8% tax and services are subject to 7.8% tax. Should a tax increase occur; client agrees to pay the increase tax amount.
- ▶ 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. Checks, Visa and Master Card are accepted

Initial _____ Applicant states that the above information is true and this is a firm reservation.

Initial _____ The undersigned has the authority to sign this agreement.

Applicant signature: _____

Anderson Lodge

Accepted by: _____

Applicant printed name: _____

Date: _____

Date: _____

PLEASE RETURN TO: Anderson Lodge Home Office
18410 NE 399th ST
Amboy, WA 98601-3226

e-mail: lodge@andersonlodge.com
web site: www.andersonlodge.com
Phone: (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