

Anderson Lodge

SCHOOL DISTRICT/YOUTH 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 property-signs arrival docs)
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:** _____ (Early entry & last check out require office approval)
What 3 words would you like on your sign? _____ (ex: Clark High School)

**** Call 360-247-6660 to request a different arrival/departure time.*** A fee may be charged for early check-in and late departure times.**

1. EXPECTED GROUP SIZE: Date _____ number _____, 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, have scheduled speakers or if you have volunteers for cooking meals, 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 for each day.**

2. MEAL PLAN: You have 3 choices for meals. Please indicate your choice below. Kitchen Fees apply for each day of your stay.
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, gratuities & payments will be made directly to the caterer. The caterer will set their prices. Contact us for a list of our preferred caterers. Pick up of prepared food is outside catering. Kitchen fees apply for all clients and are as follows:

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

SELF CATERING – Volunteers preparing and serving meals

- 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. Pick-up of prepared meals is outside catering.

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 facility choice) Subject to 9.8% tax

MAIN LODGE SITE with Bunkhouse & Dalarna Cabin

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

4. CLEANING INFORMATION: Subject to 7.8% tax

•You may choose **SELF-CLEANING** or have our staff clean after your stay. If you choose self-cleaning, we provide the cleaning checklist and supplies. This choice is for VERY organized groups with a dedicated cleaning crew of adults who are willing to follow the entire checklist. Do NOT choose self-cleaning if you are relying heavily on students to do the job or do NOT have ample time to clean.

The checklist is quite extensive, involves sanitizing bathroom and kitchens and usually takes several adults 2 – 3 hours to complete.

•For those groups wanting 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 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. (\$15 plus postage to send items.) Trash limit: 10 cans. Fee charged if there is excess trash left.

Please Check:

Self-Clean: Our group will COMPLETELY clean the facility according to the checklist provided & have it ready for the next group.

- We understand that the use of cleaning products to sanitize bathrooms and kitchen areas are for adult use only.
- We agree to follow the cleaning instructions for laminate flooring and hardwood flooring.
- We understand we will be charged an additional amount (\$100minimum charge) should the facility need further cleaning.

Staff Clean: Our group prefers to have Anderson Lodge take care of 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.

Cleaning fees: Main Lodge & cabin \$325; Hilltop House & cabins \$325 (**\$100 charge if mattress covers are removed)

Anderson Lodge

5. BEDDING RENTAL: Subject to 7.8% 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 two weeks before your date. Bedding sets include: Sheets, blanket, pillow(s) and towel(s) Designate number for size of beds:

Yes, we request the following Bedding Sets: _____ Twins _____ Doubles. @\$15.00 per bed. No bedding requests

Upon arrival, Bedding is issued and guests make up beds. Upon departure, guests clear beds & put rented bedding designated areas.

Please leave fitted sheet & blanket covering on the beds when you depart. There is a \$100 fee if they are not on beds upon departure.

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) The Confirmation Deposit is the same dollar amount as the Initial Deposit. This contract, Initial & Confirmation deposits are required to book a date. Checks, Visa and Master cards are accepted. **Initial/Confirmation deposits and payments made toward 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.
- ▶ 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 retreat.
- ▶ Lost and found items will be kept for 30 days and will be donated to organizations after 30 days.
- ▶ Applicant agrees to pay a fee if lodge is not in satisfactory condition after stay. Applicant will be responsible to pay a specified amount computed by owner, if there is breakage; excessive carpet soiling, excess trash or an extra amount of cleaning is needed.
- ▶ It is the client's responsibility to notify Office of any changes to this agreement. (Meal plan, services, etc.)
- ▶ Applicant agrees to be respectful to the community and will move any amplified music indoors at 10PM and decrease noise level.

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. \$100 fine if dog is in a building.
- ▶ Candles must be in fireproof or glass votive containers only. Container must exceed the height of the flame by 2 inches
- ▶ **Absolutely no use of fireworks. For safety reasons, fireworks, sparklers and flammable items are NOT permitted on our properties.**
- ▶ Applicant agrees to be respectful of 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 are **non-refundable** and shall be applied to the rental fee. All payments toward final bill are considered non-refundable.
- ▶ Applicant will keep their trash to a 10 can limit and remove and take back all (soda cans, bottles & water bottles) and excess trash. A fee will be charged for excess trash removal.
- ▶ Applicant understands that our price sheet defining the lodging prices are subject to 9.8% tax. Services are subject to a 7.8% 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 this 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
telephone: (360) 247-6660

SD 8/2018

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