

ANDERSON LODGE WEDDING RENTAL AGREEMENT



PRIMARY CONTACT _____ Day Phone: _____ eve _____
 Primary Contact email: _____ Is Primary contact: Bridal couple Relative Planner
 Bridal Couple: _____ & _____
 Address _____ Address: _____
 Home Phone: _____ Home Phone: _____
 Cell Phone: _____ Cell Phone: _____
 Please list 3 words for your sign (posted at road) _____ (Ex: Anderson Olson Wedding)

- 1. LODGING CHOICES:** (Please choose facility you wish to rent) **(9.8% tax)**
 Main Lodge & Bunkhouse with Dalarna Cabin Hilltop House with the Hälsingland, Jämtland and Småland Cabins.
- 2. PACKAGE:** Weekend Sunday Wedding Mid-week Wedding – How many nights? ____
 Sat. Wedding Fri. Wedding Plus Sunday Wedding Plus
- 3. ARRIVAL** Date: _____ Expected Arrival time: _____ **DEPARTURE** Date: _____ Departure time: 10:00 AM
 Check in person: _____ (1st person on property) Receives & signs for the arrival/departure 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
- 4. MEAL PLAN** (9.8% tax on kitchen fees)

Anderson Lodge does not offer catering as a part of our packages. You have 3 choices for meals. 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. With our preferred caterers, deposits and final payments will be made directly to the caterer. The caterer will set prices and together you will create the menu for your event. Contact us for a list of our preferred caterers. Kitchen fees still apply for all clients and are as follows:

INFORMATION ON KITCHEN FEES (9.8% tax)

\$150/NIGHT KITCHEN FEE – ALL GROUPS PAY \$150 KITCHEN FEE for each day of the rental.

SELF CATERING - Self-catering means that volunteers will purchase & prepare all meals. No one is paid for this service.
 No additional fee beyond the \$150/day kitchen fee – No pick up of prepared food from caterer or restaurant.

PREFERRED CATERING KITCHEN FEES

- No additional fee beyond the \$150/day kitchen fee if a preferred caterer provides the main event meal
- 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 about your stay at the Lodge.

OUTSIDE CATERING KITCHEN FEE

- \$150/NIGHT KITCHEN FEE applies
- Add \$200 Catering Kitchen Fee if you choose an outside caterer for any meal, INCLUDING pick up of prepared food from caterer or restaurant.

Please provide Anderson Lodge information on your outside catering choice. _____.

CHECK ALL THAT APPLY Self-cater (volunteers only) Preferred Caterer provides main event meal Outside caterer for any meal
 TOTAL: KITCHEN FEES \$ _____ TOTAL: OUTSIDE CATERING KITCHEN FEES \$ _____

- 5. STAFF REQUEST:** Wait staff for help with dishes, trash, set up, take down, housekeeping, etc. (no food handling) \$17/hr.
 Yes, we are interested in extra staff (minimum 2 staff, 3 hrs) - How many? ____ Start time: ____ End time: ____ No requests at this time

PLEASE ENCLOSE YOUR RESERVATION DEPOSIT WHEN RETURNING THIS AGREEMENT

6. RESERVATION DEPOSITS: ALL LODGING RESERVATION DEPOSITS ARE NON-REFUNDABLE

Initial Deposit: (Payable at time of booking) Prices below by: Winter/Mid/Summer seasons

WEEKEND:	\$800/\$1200/\$1,500	FRIDAY PLUS	\$600/\$900/\$1,200
SUNDAY WEDDING	\$400/\$600/\$800	SUNDAY PLUS WEDDING	\$600/\$900/\$1,200
SATURDAY WEDDING	\$500/\$700/\$900	MIDWEEK WEDDINGS	\$500/NT

(Deposits must be made in full. No partial payment or installments are permitted.) Check, Visa, MasterCard accepted.

Confirmation Deposit: After the Rental Agreement & Initial Deposit is received, you will be given your confirmation deposit due date. Confirmation deposit is the same amount as above. Both are due prior to your event. **Initial & Confirmation deposits are non-refundable.**

Damage/Service Deposit: \$500 Damage/Service deposit is due 14 days prior to date along with the final bill. Part or all deposit is kept if there is damage, excessive carpet soiling, an extreme amount of cleaning is needed, checklist is not followed or other services are provided. Deposit is refundable if lodge is in satisfactory condition and no added services were provided. (Sent to above address)

- 7. BEDDING SERVICES:** (plus 7.8% tax)
- Most groups bring their own bedding, towels & pillows. If you prefer to rent, indicate requests below. Bedding includes: Sheets, blanket, pillow(s) and towel(s): Bedding is issued and guests make up beds. No bedding requests Yes, bedding request: ____ Twins ____ Doubles \$15.00/set

8. CLEANING SERVICES: (plus 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 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.
- If you choose **staff 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. (Leave cover sheet & blanket on ALL beds. \$100 charge if cover sheets and blankets are not on beds upon departure.

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.

- Self-Clean** We will clean the Lodge/Hilltop/cabins according to the checklist provided. \$100 minimum charge if more cleaning is needed.
- Lodge Staff Cleans** Our group prefers Anderson Lodge staff complete the cleaning and agrees to the above tasks upon departure.
- CLEANING SERVICE CHARGES:** (Staff Clean) Main Lodge and cabins \$450 Hilltop House and cabins \$450

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. (2nd deposit due 1/2 way between booking & check in) Confirmation Deposit is same amount as Initial Deposit. Both required. Checks & credit cards accepted. **All reservation deposits submitted are non-refundable AND 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/vendor 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 client's responsibility to obtain Event/Liability Insurance to cover property damage & liability including alcohol related accidents. for the event. **A minimum of \$1,000,000 liability insurance coverage is required.** Submit proof of insurance before or with final payment.

USE AGREEMENT:

- Applicant is aware that no smoking is allowed and no pets are allowed in ANY building on Anderson Lodge site and will inform all guests. There is a \$50/day fee charged for any pet brought onto the property. Absolutely no pets in buildings. \$100 fine if in a building.
- Applicant understands completely that the reservation deposits (initial plus confirmation deposits) are non-refundable and shall be applied to rental fee. (See #6 above for deposit amounts) All payments paid toward your wedding package are non-refundable. No exceptions.
- Applicant agrees to pay \$500 damage/service deposit which is refundable if lodge is in satisfactory condition after stay. All or part of this deposit will be kept if there is damage; excessive carpet soiling, excess trash, extra cleaning is needed or added services are provided.
- Applicant agrees the information on meal plan is accurate. \$200/day will be charged if outside caterer is used without informing owner.
- 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.
- Candles only in fire-proof containers. Containers must exceed the height of the flame by 2in. No tape or tacks in walls.
- **Absolutely no use of fireworks. For safety reasons, fireworks, sparklers and flammable items are NOT permitted on our properties.**
- The use of sky lanterns, silly string, confetti, faux flowers, glitter, rice, and scattered decorations is strictly prohibited.
- Applicant agrees to be respectful to the community and will move any amplified music indoors at **10PM & decrease noise level.**
- Applicant is required to notify office of any changes to the information, services, dates, and usages that are listed on contract.
- Applicant understands that wedding package prices are subject to 9.8% tax. Should a tax increase occur, client is responsible for increase.
- Applicant understands services we provide are subject to 7.8% tax. Should a tax increase occur, client is responsible for increase.
- Applicant agrees to **PAY FINAL BILL & DAMAGE/SERVICE DEPOSIT 14 DAYS PRIOR TO THE EVENT.** No admittance to the property until the final payment has been made. CHECKS AND VISA/MASTERCARD ACCEPTED.
- Any payments past the 14-day requirement must be a cashier's check made payable to Anderson Lodge.
- Applicant understands **all reservation deposits are non-refundable AND all payments made toward a final bill are non-refundable.**

***** NO ENTRANCE TO SITE UNTIL PAYMENT IS MADE IN FULL AND PROOF OF INSURANCE HAS BEEN SUBMITTED ...**

- Initial _____ Applicant agrees to follow the above policy, restrictions and rules. Application agrees this is a firm reservation.
- Initial _____ The undersigned has the authority to sign this agreement.

Contact 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