

WEDDING RENTAL AGREEMENT

PRIMARY CONTACT _____ Day Phone: _____ eve _____
 Primary Contact email: _____ Cell Phone: _____
 Couple (first/last name) _____ (first/last name) _____
 Address _____ Address: _____
 Home Phone: _____ Home Phone: _____
 Cell Phone: _____ Cell Phone: _____

Please list 3 words for your sign (posted at road): _____ (Ex: Anderson Seto Wedding)

1. LODGING CHOICES: (Please choose facility you wish to rent)

- Main Lodge & Bunkhouse with Dalarna Cabin
- Hilltop House with the Hälsingland, Jämtland and Småland Cabins.

2. PACKAGE: Weekend Friday Wedding Sunday Wedding Mid-week Wedding – How many nights? ____
 Sat. Wedding Fri. Wedding Plus Sunday Wedding Plus Other: _____

3. ARRIVAL Date: _____ Expected Arrival time: _____ **DEPARTURE** Date: _____ Expected Departure time: _____

4. MEAL PLAN (9.6% tax on kitchen fees • & 7.6% tax on catering services)

INFORMATION ON KITCHEN FEES

No kitchen fee if our staff caters the main event meal **all kitchen fees are waived.**

OR

• If you do NOT have Anderson Lodge cater your main event, the following kitchen fees apply

- One day event \$150
- Two day event \$300
- Three day event \$400

• If you choose an outside caterer the fees listed above apply plus you pay an outside caterer kitchen fee (*OUTSIDE CATERER: This would be a catering company or anyone you are paying to cater your event)

Outside Caterer kitchen fee \$150/day

CHECK ALL THAT APPLY

- Anderson Lodge caters Main Event meal Anderson Lodge caters other meals
- Self-cater (volunteers only) Main Event meal Self-cater (volunteers only) other meals
- *Outside caterer for Main Event meal *Outside caterer for other meals

TOTAL COST OF KITCHEN FEES _____

ANDERSON LODGE CATERING: There is a 7.6% tax on all catering services

Remember: 1/3 of the estimated catering cost is due at least 60 days in advance of your event. Indicate date/number of people below.

DATE	MEAL	COUNT	DATE	MEAL	COUNT	DATE	MEAL	COUNT

OFFERINGS Buffet, Buffet Plus, BBQ, Brunch, Breakfast, Cont. Breakfast, Lunch, Dinner, Rehearsal Dinner, Dessert Buffet, Appetizer Buffet
 An exact count of all meals requested must be given to the office 20 days prior to event. 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 20 days.

PLEASE ENCLOSE YOUR RESERVATION DEPOSIT WHEN RETURNING THIS FORM

5. RESERVATION DEPOSITS: ALL RESERVATION DEPOSITS ARE NON-REFUNDABLE

(Deposit amounts below indicate rates for Winter/Mid/Summer Seasons)

Initial Deposit: Payable within 1 week of booking

Weekend \$800/\$1200/\$1500	Fri. Wedding \$400/\$600/\$800	Sun. Wedding \$400/\$600/\$800
Sat. Wedding \$400/\$600/\$800	Fri. Plus Wedding \$500/\$750/\$1000	Sun. Plus Wedding \$500/\$750/\$1000
Mid-week Wedding \$ 300/night		

Confirmation Deposit: is due _____.

Confirmation deposits are the same amount as above and are due prior to your event. Call office for due date: 360 247 6660

Cleaning/Damage Deposit: \$500

Damage deposit is due 14 days prior to your date. All or part of the Deposit will be kept if there is damage, excessive carpet soiling, extra bedding is needed, there are additional guests for catering or an exceptional amount of cleaning is necessary. An hourly rate will be charged for staff to move furniture back, take care of excess trash or complete cleaning tasks. Deposit is fully refundable if lodge is found to be in satisfactory condition.

6. CLEANING SERVICES: (plus 7.6% tax)

You may choose to do your own cleaning or have our staff clean after your stay. If you choose to do the cleaning, we provide the cleaning checklist and supplies. For those groups wanting to leave the cleaning to us, we ask that you help us out and 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.

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.

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

•CLEANING SERVICE CHARGES: Main Lodge and cabin \$450 Hilltop House and cabins \$450

7. BEDDING SERVICES: (plus 7.6% 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 indicate requests below. You must notify the home office of the exact count 20 days before event. Bedding sets include: Sheets, blanket, pillow(s) and towel(s): Bedding will be issued and guests are to make up beds. You may request our staff to make up the beds for \$2.00/bed, if time allows.

- Yes, we would like to request bedding (indicate requests below) Yes, we would like to have housekeeping set up the beds - \$2/bed.
- Bedding Sets \$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, to the Anderson Lodge Home Office. Your second deposit, the Confirmation Deposit, is due _____. (Call office for due date) Confirmation Deposit is the same dollar amount as Initial Deposit and is required for booking. 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. 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 each group's responsibility to provide medical and accident insurance for its participants.
- Client must obtain a Washington State Liquor Permit if alcohol is served. Anderson Lodge cannot serve alcohol.

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 \$_____ deposit (initial plus confirmation deposits) is non-refundable and shall be applied to rental fee. See #6 above concerning deposit amounts.
- Applicant agrees to pay \$500 damage 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 amount of cleaning is needed or services are provided.
- 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.
- All candles must be in fire-proof containers indoors/outdoors. Containers must exceed the height of the flame. No tape or tacks in walls.
- Applicant is responsible to pay 1/3 of the estimated catering cost, at least 60 days in advance. An exact catering count is due 20 days prior to your scheduled date and no reduction in cost will be made within that 20-day period.
- Applicant is required to notify office of any changes to the catering, services, dates, and usages that are listed on contract.
- Applicant understands that our wedding package 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 BILL & DAMAGE DEPOSIT 14 DAYS PRIOR TO THE EVENT. ANY PAYMENT PAST THE 14 DAY REQUIREMENT MUST BE A CASHIER'S CHECK MADE PAYABLE TO ANDERSON LODGE OR BY CREDIT CARD. NO ENTRANCE WILL BE ALLOWED UNTIL PAYMENT IS MADE IN FULL.**

Applicant states that the above information is true and this is a firm reservation. **ALL DEPOSITS ARE NON-REFUNDABLE.**

The undersigned has the authority to sign this agreement.

Rev. 10/10

Contact signature: _____	Anderson Lodge Accepted by: _____
Applicant printed name: _____	Date: _____
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