

Anderson Lodge

RENTAL AGREEMENT

Contact Name: _____ Address _____ _____ _____	Group Name: _____ Day phone: _____ Eve. Phone: _____ Cell: _____ Client Email: _____
Arrival date: _____ Expected Arrival time: _____ Check in Person _____ (must be 1st person on the property) 1-night packages standard check-in 2 PM.- Early entry 12:00 PM <u>only if schedule permits</u> . Extended early check-in \$100/hr before 12 PM 2+night packages. standard check-in 4 PM - Early entry 2:00 PM <u>only if schedule permits</u> . Extended early check-in \$100/hr before 2 PM All packages: Standard check-out. 10 AM Late check-out 12 PM <u>only if schedule permits</u> . 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)	

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 use our PREFERRED CATERER 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 to use our preferred caterer. 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 our 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 CATER: Our preferred caterer is very experienced with catering AND are frequently caterers for Anderson Lodge. The caterer has knowledge of traffic flow, serves quality meals and can answer questions concerning the Lodge. Her meals are wonderful plus if a door gets locked or breaker goes out, she can help! Choosing our preferred caterer 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
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☐ **MAIN LODGE & Dalarna Cabin**

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

4. CLEANING INFORMATION: Subject to 7.8% tax.
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•**STAFF CLEANING** (plus 7.8% tax)

Anderson Lodge staff will clean after your stay. \$325 charge (Required – no self cleaning allowed)

•**DEPARTURE CHECKLIST** you must complete some non-cleaning tasks before you depart. Please put back all furniture you may have moved, wash dishes, put away dishes, supplies and equipment in their original locations, remove trash, straighten beds. (Leave cover sheet & blanket on ALL beds. \$100 fine if cover sheets/blankets aren't on beds upon departure.

☐ We agree to complete the **departure checklist** tasks prior to check out (**Required – please check box**)

☐ We understand a \$325 charge for **staff cleaning** is applied to the bill. (**Required – please check box**)

COVID-19 Response: Staff cleaning includes ▪ Pre Check-in Sanitizing ▪ Enhanced Cleaning Regimen. ▪ Disinfecting supplies

Guests asked to adhere to COVID-19 precautions set by Washington State.

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 client. There will be a trash removal charge if this is not done.

5. BEDDING RENTAL: Subject to 7.8% tax

Most groups bring their own bedding & towels If you wish to have bedding provided, note the number of bedding sets you need. (Cost: \$15/bed)

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 want to rent bedding.** Bedding Sets: _____ Twins _____ Doubles. @\$15.00 per bed. ☐ **No bedding requests at this time**

All beds have a fitted sheet and blanket on them. These coverings are to protect the mattress only and not meant to be a part of bedding.

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

Guests make sure fitted sheet & blanket are back on bed. There is a \$100 fine 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 **Lodging contract**, and **Initial Deposit**, to the Anderson Lodge Office.

A 2nd deposit, **Confirmation Deposit**, is required. (2nd deposit due ½ way between booking & check in) Confirmation Deposit is the same amount as Initial Deposit. Both are required to book. Checks & credit cards accepted. Initial/Confirmation deposits are non-refundable

Final payment is due at the end of your stay. **All payments made toward a final bill are non-refundable.** If COVID-19 restrictions prohibit your event, you may cancel & re-book your event. Deposits paid will carry over to new date without penalty or fee. No refunds will be given.

AGREEMENT:

- ▶ If COVID-19 restrictions prohibit your event, you may cancel & re-book your event. Deposits paid will carry over.
- ▶ ALL attendees must follow state COVID-19 requirements and exercise safety precautions while at the Lodge.
- ▶ 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.
- ▶ It is the client's responsibility to notify Office of any changes to this agreement. (Meal plan, services, etc.).
- ▶ Client must inform Anderson Lodge if anyone in attendance tests positive for COVID-19 up to 2 weeks post event.

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 guests of this rule. If a pet has been brought, there is a \$50/day/pet fee and they must be immediately taken off the property. \$100 fee if in a building.
- ▶ Applicant agrees to leave upholstered furniture & couches in conference room and not move them anywhere outside or in a different room.
- ▶ Applicant will **not** move pianos. Moving them is not an option.
- ▶ Applicant agrees to follow County fire safety guidelines for campfires. The use of firewood is prohibited during burn bans.
- ▶ Applicant and guests agree to follow all COVID-19 precautions as ordered by Washington State and affirm that no one enters if sick.
- ▶ Applicant agrees to notify Anderson Lodge immediately if anyone from your group tests positive for COVID-19.
- ▶ 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**.
- ▶ **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 initial deposit and the confirmation deposit shall be applied to the rental fee. Both deposits are non-refundable. All payments made toward a final bill are non-refundable. (If re-booking due to virus, all payments will transfer to new date)
- ▶ Applicant will limit their trash to 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. (Required)

☐ Initial ____ The undersigned has the authority to sign this agreement. (Required)

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