

# Anderson Lodge

## SCHOOL/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 caterer is an experienced caterer. She is happy to create menus to accommodate dietary needs

**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

**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 are provided.

Guests are to adhere to COVID-19 precautions set by Washington State and Cowlitz County.

There is a 10 can limit on trash. Please take excess trash home to dispose of. All cans/water bottles must be taken home to dispose of by the client.

There will be a trash removal charge if this is not done. We discourage mass use of water bottles which overstress our landfills.

**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, indicate the number of bedding you need. (Cost: \$15/bed) 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 want to rent bedding.** Bedding Sets: \_\_\_\_\_ Twins \_\_\_\_\_ Doubles. @\$15.00 per bed.

☐ **No bedding request at this time**

Our beds have a mattress cover 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 the covering is back on bed when you leave. There is a \$100 fine if they are not on beds upon departure.

# Anderson Lodge

## 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 2<sup>nd</sup> 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:

- ▶ If COVID-19 restrictions must be strictly followed. If someone is sick or has symptoms they are not allowed to stay on the property.
- ▶ Adults and youth must follow all COVID-19 requirements.
- ▶ 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. Inform all guests of this rule. There is a \$50/pet fine if a dog is on site & pet is to be taken home. \$100 fine if dog is in a building. Only service dogs are allowed.
- ▶ Applicant and guests agree to follow all COVID-19 precautions as set by Washington State and Cowlitz County.
- ▶ Candles must be in fireproof or glass votive containers only. Container must exceed the height of the flame by 2 inches
- ▶ Applicant must leave upholstered chairs and couches in the conference room. Do not move to another room
- ▶ Applicant is never allowed to move pianos.
- ▶ **Absolutely no use of fireworks. For safety reasons, fireworks, sparklers & flammable items are NOT permitted on our properties.**
- ▶ Applicant agrees to follow regulations & safety measures for campfire use.
- ▶ Applicant agrees to follow all campfire regulations should there be a county burn ban, firewood is not allowed during a burn ban.
- ▶ 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 for payments of lodging and services. Make checks out to Anderson Lodge.

☐ 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  
telephone: (360) 247-6660

SD 3/2022

**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