



Anderson Lodge

RENTAL AGREEMENT

Contact Name: _____	Group Name: _____
Address _____	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 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:** _____

What 3 words would you like on your sign? _____ (ex: Peace Corps Retreat)

1. **EXPECTED GROUP SIZE:** _____ YOUTH ADULTS 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 – Plus 9.8% tax

SELF CATERING

- No additional fee beyond the \$50/day kitchen fee

PREFERRED CATERING

- \$50 kitchen fee waived for each day when at least 2 meals (lunch & dinner) are provided by our preferred caterer. 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 CATERER: Our preferred caterer is 5 Star Catering. 5 Star Catering is very experienced with catering AND 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

MAIN LODGE & Dalarna Cabin

HILLTOP HOUSE & 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. \$350 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. Fee if Departure checklist is not completed.

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

We understand a \$350 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.

All attendees must follow proper hygiene practices while at Anderson Lodge. Please wash hands often, increase ventilation and discourage shared platters of food. **TRASH** There is a 10 can limit on trash. Please take excess trash home to dispose of. All wine bottles, soda/beer cans, water bottles and cardboard 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 20-days before your arrival. 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 1/2 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 and all other payments are non-refundable

Final payment is due at the end of your stay.

AGREEMENT:

- ▶ This agreement is for retreats, reunions and other private events. It is NOT for weddings, receptions or vow renewals.
- ▶ Applicant and guests follow proper hygiene guidelines and affirm that no guest is allowed to enter if sick.
- ▶ 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 if departure checklist is not followed.
- ▶ 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.).
- ▶ Applicant agrees to have no more than 150 people in attendance, including vendors, guests and attendees.

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. They have wheels on them for tuning and repair purposes only.
- ▶ Applicant agrees to follow County fire safety guidelines for campfires. The use of firewood is prohibited during burn bans.
- ▶ Applicant agrees to notify Anderson Lodge if an outside cater or food truck will be on the site during your stay.
- ▶ 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.
- ▶ 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

*** PLEASE NOTE – THERE WILL BE A 10% PRICE INCREASE STARTING IN 2024***

- 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