

# Anderson Lodge

## SCHOOL/YOUTH RENTAL AGREEMENT

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

• \$50 kitchen fee waived for any **full 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. Kitchen fee not waived if you choose partial catering. (ex. 1/meal/day)

**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 CATERER:** 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: \$350 cleaning service is required

**DEPARTURE CHECKLIST** you must complete some non-cleaning tasks before you depart. A **DEPARTURE CHECKLIST** is provided and is to be completed by your check out time. Prior to arrival, designate a minimum 6-person "Check Out Crew" that will complete the checklist.

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

We understand that a \$350 will be charged for **staff cleaning** and will be applied to the bill. (Required – please check box)

**COVID-19 Response:** Staff cleaning includes Pre Check-in Sanitizing and an enhanced Cleaning Regimen. Screen attendees allowing no one to enter if sick. Encourage all to wash hands often, increase ventilation by using fans and opening windows and be mindful of proper hygiene practices. 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 30 days before your date. Bedding sets include: Sheets, blanket, pillow(s) and towel(s) Designate number of twin sets you need and the number of double sets.

**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 ½ way between your booking date and check in date. 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 someone is sick they are not allowed to stay on the property. Encourage hand washing and proper hygiene practices.
- ▶ Applicant is responsible for supervising students at all times while on the property. Never leave student in a room unattended.
- ▶ 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 fee, if there is breakage; excessive carpet soiling, excess trash or if extra 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 Burn Ban restrictions for Cowlitz County if they are in effect during your stay.
  - ▶ Applicant agrees to keep all furniture (couches, upholstered chairs) in Conference room. Do not take outside. Do not move our pianos.
  - ▶ Applicant agrees to complete the tasks on the Departure Checklist prior to check out time.
  - ▶ Applicant agrees to notify the Lodge office immediately if any damage occurs during your stay.
  - ▶ Applicant agrees to provide qualified chaperones for all students and maintain a good chaperone/student ratio.
  - ▶ Applicant is required to report any illness or accident of students to the supervisor/director immediately.
  - ▶ Candles must be in fireproof or glass votive containers only. Container must exceed the height of the flame by 2 inches
  - ▶ **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. Never leave students unattended in campfire area.
  - ▶ Applicant agrees to pay the initial deposit of \$350/night. This deposit is non-refundable & applied to final bill.
  - ▶ Applicant agrees to pay the confirmation deposit of \$350/night. This deposit is non-refundable & applied to final bill.
  - ▶ Applicant will keep their trash to a 10 can limit. Client is to take all (soda cans, bottles & water bottles) to a recycling center. 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**. 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  
telephone: (360) 247-6660

SD 1/2024

**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