

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:** _____ ☐ 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 where 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. Fee is not waived if you choose preferred caterer for one meal only.

☐ **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.



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. This deposit is non-refundable and is applied to your final bill. Check, Visa, Mastercard are accepted. A 2nd deposit, **Confirmation Deposit**, is required. (2nd deposit due ½ way between booking & check in) Checks & credit cards accepted. There is a 3.5% fee for use of a credit card. All deposits and all other payments are non-refundable The **Final payment** is due at the end of your stay.

AGREEMENT:

- ▶ This agreement is for retreats, reunions and other group events. This contract is NOT for weddings, celebrations, 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 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 the applicant agrees to pay such statement within ten (10) days of receipt of the cost of repair.
- ▶ Applicant agrees to pay a fee if the lodge is not in satisfactory condition after the stay. Applicant is responsible for paying a minimum \$100 fee if there is damage, excessive carpet soiling, excess trash or if the departure checklist is not followed.
- ▶ Anderson Lodge is not responsible or liable for the 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 the client's responsibility to obtain Event/Liability Insurance for the event.
- ▶ It is the client's responsibility to notify the Anderson Lodge 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 the County fire safety guidelines for campfires. The use of firewood is prohibited during burn bans.
- ▶ Applicant agrees to notify Anderson Lodge if an outside caterer or food truck will be on the site during their stay.
- ▶ Candles must be in fireproof or glass votive containers **only**. The 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 10 PM & decrease the noise level.
- ▶ Applicant understands completely that the initial deposit & the confirmation deposit are applied to the rental fee. Both are non-refundable.
- ▶ No firearms or weapons are allowed on any part of the Anderson Lodge property
- ▶ Applicant will limit their trash to 10 cans. The client understands a fee will be charged for excess trash removal.
- ▶ Client is to remove and take back all soda/beer cans, cardboard, wine bottles & water bottles and transport for recycling.
- ▶ Applicant understands that our price sheet defines the cost for lodging & services.
- ▶ Lodging tax is 9.8%, and services are taxed at 7.8%. Should a tax increase occur, the client agrees to pay the increased 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.
- ▶ Checks, Visa, and Master Card are accepted. There is a 3.5% transaction fee for any payment made with a credit card.

*** PLEASE NOTE – THERE IS A 3.5% FEE ON CREDIT CARD TRANSACTIONS***

- ☐ 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