



PRIMARY CONTACT

Primary Contact email: _____ Day Phone: _____ eve _____
 Wedding Couple: _____ Is Primary contact: ☐ Wedding couple ☐ Relative ☐ Planner
 Address _____ & Address: _____
 Phone: _____ Phone: _____
 Email: _____ Email: _____

Please list 3 words for your sign (posted at road) _____ (Ex: Anderson Marsh Wedding)

1. LODGING CHOICES: (Please choose facility you wish to rent) **(9.8% tax)**

☐ Main Lodge & Bunkhouse with Dalarna Cabin ☐ Hilltop House with the Hälsingland, Jämtland and Småland Cabins.

2. PACKAGE: ☐ Weekend ☐ Sunday Wedding ☐ Mid-week Wedding – How many nights? _____
☐ Sat. Wedding ☐ Fri. Wedding Plus ☐ Sunday Wedding Plus ☐ Additional night _____ (date)

3. ARRIVAL Date: _____ Expected Arrival time: _____ **DEPARTURE** Date: _____ Departure time: 10:00 AM

Check in person: _____ (1st person on property) Receives & signs for the arrival/departure material.

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

4. MEAL PLAN (9.8% tax on kitchen fees)

Anderson Lodge does not offer catering as a part of our packages. You have 3 choices for meals. You may **SELF-CATER** and utilize volunteers to provide meals. You may have our **PREFERRED CATERER, 5 Star Catering**, provide your meal/s. With our preferred caterer, deposits and payments will be made directly to the caterer. The caterer will set prices and together you will create the menu for your event. You may have an **OUTSIDE CATERER** for meals for an additional fee. Kitchen fees still apply for all clients and are as follows:

INFORMATION ON KITCHEN FEES (9.8% tax)

\$150/NIGHT KITCHEN FEE – ALL GROUPS PAY \$150 KITCHEN FEE for each day of the rental.

☐ SELF CATERING - Self-catering means that volunteers will purchase & prepare all meals. No one is paid for this service.
 No additional fee beyond the \$150/day kitchen fee – No pick up of prepared food from caterer or restaurant.

☐ PREFERRED CATERING KITCHEN FEES

- No additional fee beyond the \$150/day kitchen fee if a preferred caterer provides the main event meal
- Our preferred caterer is very experienced with catering AND frequently caterers for Anderson Lodge. They know the location of supplies, have knowledge of traffic flow, and can answer questions about your stay at the Lodge. Catering includes: preparation, service & clean up.

☐ OUTSIDE CATERING KITCHEN FEE

- \$150/NIGHT KITCHEN FEE applies
 - Add \$200 Catering Kitchen Fee if you choose an outside caterer for any meal, INCLUDING pick up of prepared food from caterer or restaurant.
- Please provide Anderson Lodge information on your outside catering choice. Contact Anderson Lodge if you are having a food truck.

CHECK ALL THAT APPLY ☐ Self-cater (volunteers only) ☐ Preferred Caterer provides main event meal ☐ Outside caterer for any meal

TOTAL: KITCHEN FEES \$ _____

TOTAL: OUTSIDE CATERING KITCHEN FEES \$ _____

PLEASE ENCLOSE YOUR RESERVATION DEPOSIT WHEN RETURNING THIS AGREEMENT

5. RESERVATION DEPOSITS: ALL LODGING RESERVATION DEPOSITS ARE NON-REFUNDABLE

Initial Deposit: (Payable at time of booking) Prices below by: Winter/Mid/Summer seasons Check, Visa, MasterCard accepted.

WEEKEND:	\$800/\$1200/\$1,500	FRIDAY PLUS	\$600/\$900/\$1,200
SUNDAY WEDDING	\$400/\$600/\$800	SUNDAY PLUS WEDDING	\$600/\$900/\$1,200
SATURDAY WEDDING	\$500/\$700/\$900	MIDWEEK WEDDINGS	\$500/Night

Confirmation Deposit: After the Rental Agreement & Initial Deposit is received, you will be given your confirmation deposit due date.

Confirmation deposit is the same amount as above. Both are due prior to your event. **Initial & Confirmation deposits are non-refundable.**

Damage/Service Deposit: \$500 Damage/Service deposit is due 14 days prior to date along with the final bill. Part or all deposit is kept if there is damage, excessive carpet soiling, an extreme amount of cleaning is needed, checklist is not followed or other services are provided. Deposit is refundable in full, if lodge is in satisfactory condition, departure checklist is completed and no added services were provided.

6. BEDDING SERVICES: (plus 7.8% tax)

Most groups bring their own bedding, towels & pillows. If you prefer to rent, indicate below. Bedding includes: Sheets, blanket, pillow(s) and towel(s):

☐ No bedding requests ☐ Yes, bedding request: _____ Twins _____ Doubles \$15.00/set (Extra towels and pillows are not available)

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, guests make up beds. Upon departure, Guests clear beds & put coverings back on beds. \$100 fine if not on beds.

7. CLEANING SERVICES: (plus 7.8% tax)

•STAFF CLEANING: Anderson Lodge staff will clean after your stay. (\$450 charge for cleaning service)

Please leave the mattress coverings (blanket & sheet) on the beds when you depart. There is a fine if they are not on the beds when you leave.

All guests of Anderson Lodge are asked to maintain proper health and hygiene practices during their stay.

•**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 and straighten up beds. (Leave cover sheet & blanket on ALL beds) \$100 charge if cover sheets and blankets are not 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 \$450 charge for **staff cleaning** is applied to the bill. **(Required, please check box)**

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

8. PROOF OF INSURANCE: \$1,000,000 minimum coverage. Use of WedSure.com is recommended. Due 14-days prior to check-in.

CONTRACT

This form is the Anderson Lodge Contract Rental Agreement, Read thoroughly. Submit contract & Initial Deposit, to Lodge Office. A 2nd deposit, Confirmation Deposit, is due ½ way between booking & check in. Checks & credit cards accepted. 3.5% fee for all credit card transactions.

All reservation deposits submitted are non-refundable AND all payments made toward a final bill are non-refundable.

AGREEMENT:

- The applicant is responsible for any and all damage done to the facilities or property by any person who is a guest/vendor of applicant on the date/s of use. In the case of damage, please inform the Anderson Lodge office. If damage occurs, Anderson Lodge will keep all or part of the damage deposit paid by client. If damage costs exceed the \$500 deposit, applicant is responsible to pay for this additional amount within 10 days of receipt of 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 to cover property damage & liability, including alcohol related accidents. for the event. **A minimum of \$1,000,000 liability insurance coverage is required.** Agent must send proof of insurance to Anderson Lodge.

USE AGREEMENT:

- Applicant is aware that no smoking is allowed and no pets are allowed in ANY building on Anderson Lodge site. Service animals only.
- If a pet is on site, they must be immediately taken off the property. A \$50/pet fine if brought on property. \$100 fine if in a building.
- Applicant and guests are to maintain safe health & hygiene practices and affirm that no guest is allowed to enter if sick.
- Applicant agrees to have no more than 150 people in attendance, including vendors, guests and wedding party.
- Applicant understands completely that the reservation deposits (initial plus confirmation deposits) are non-refundable and shall be applied to rental fee. (See #5 above for deposit amounts) All payments paid toward your wedding package are non-refundable. No exceptions.
- Applicant agrees to pay \$500 damage/service deposit which is refundable if departure checklist is completed and lodge is in acceptable condition. All or part of this deposit will be kept if there is damage; excessive carpet soiling, excess trash, or added services are provided.
- **Please note: Deductions from your damage/service deposit will be taken if Departure Checklist is not completed**
- Applicant agrees the information on meal plan is accurate. \$200 will be charged if outside caterer is used without informing owner.
- Applicant is to limit their trash to a 10 can total. Excessive trash removal will result in a deduction from the damage deposit.
- Candles only in fire-proof containers. Containers must exceed the height of the flame by 2 in. No tape or tacks in walls.
- **Absolutely no use of fireworks. For safety reasons, fireworks, sparklers and flammable items are NOT permitted on our properties.**
- Applicant agrees to follow regulations & safety measures for campfire use. If there is a county burn ban, firewood is not allowed.
- The use of sky lanterns, silly string, confetti, faux flowers, glitter, rice, and scattered decorations is strictly prohibited.
- Applicant agrees to be respectful to the community and will move any amplified music indoors at **10PM & decrease noise level.**
- Applicant is required to notify office of any changes to the information, services, dates, and usages that are listed on contract.
- Applicant understands wedding package prices are subject to 9.8% tax. Should a tax increase occur, client is responsible for increase.
- Applicant understands services provided are subject to 7.8% tax. Should a tax increase occur, client is responsible for increase.
- Applicant agrees to submit **PROOF OF INSURANCE, FINAL BILL & DAMAGE/SERVICE DEPOSIT 14 DAYS PRIOR TO CHECK IN.**
- No admittance to the property until final payment & event insurance are submitted.
- **CHECKS & VISA/MASTERCARD ACCEPTED.** There is a 3.5% fee for all credit card transactions.

Any payments past the 14-day requirement must be a cashier's check made payable to Anderson Lodge.

Applicant understands **all reservation deposits are non-refundable AND all payments made toward a final bill are non-refundable.**

***** NO ENTRANCE TO SITE UNTIL PAYMENT IS MADE IN FULL AND PROOF OF INSURANCE HAS BEEN SUBMITTED*****

☐ Initial _____ Applicant agrees to follow the above policy, restrictions and rules. Application agrees this is a firm reservation. **(required)**

☐ Initial _____ The undersigned has the authority to sign this agreement. **(required)**

Contact signature: _____

Anderson Lodge

Accepted by: _____

Applicant printed name: _____

Date: _____

PLEASE RETURN TO: Anderson Lodge Home Office
18410 NE 399th ST
Amboy, WA 98601-3226

Date: _____

e-mail: lodge@andersonlodge.com

web site: www.andersonlodge.com

Phone: 360 247 6660

