



**PRIMARY CONTACT** \_\_\_\_\_ Day Phone: \_\_\_\_\_ eve \_\_\_\_\_  
 Primary Contact email: \_\_\_\_\_ Is Primary contact:  Wedding couple  Relative  Planner  
 Wedding Couple: \_\_\_\_\_ & \_\_\_\_\_  
 Address \_\_\_\_\_ Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 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
- 3. ARRIVAL** Date: \_\_\_\_\_ Expected Arrival time: \_\_\_\_\_ **DEPARTURE** Date: \_\_\_\_\_ Departure time: 10:00 AM  
 Check in person: \_\_\_\_\_ (1<sup>st</sup> 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** provide your meals. With our preferred caterer, deposits and final 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. It is extremely helpful for them to be on site.

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. \_\_\_\_\_.

**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 \$ \_\_\_\_\_

**5. STAFF REQUEST:** Wait staff for help with dishes, trash, set up, take down, housekeeping, etc. (no food handling) \$20/hr.  
 Yes, we are interested in extra staff (minimum 2 staff, 3 hrs) - How many? \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  No requests at this time

**PLEASE ENCLOSE YOUR RESERVATION DEPOSIT WHEN RETURNING THIS AGREEMENT**

**6. 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/NT

**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 if lodge is in satisfactory condition and no added services were provided. (Sent to above address)

**7. 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.

**8. CLEANING SERVICES:** (plus 7.8% tax)

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

COVID-19 Response: Staff cleaning includes Pre Check-in Sanitizing, Enhanced Cleaning Regimen and Disinfecting supplies available

**ALL ATTENDEES MUST FOLLOW STATE MANDATES REGARDING COVID-19**

•**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.

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.

**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 1/2 way between booking & check in) Confirmation Deposit is same amount as Initial Deposit. Checks & credit cards accepted. **All reservation deposits submitted are non-refundable AND all payments made toward a final bill are non-refundable.**

**AGREEMENT:-** If COVID-19 restrictions prohibit your event, you may cancel & re-book your event. Deposits paid will carry over.

- 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 agree to follow Washington State COVID-19 precautions and affirm that no guest is allowed to enter if sick.
- Applicant agrees to notify Anderson Lodge immediately if anyone from your group tests positive for COVID-19.
- Applicant understands completely that the reservation deposits (initial plus confirmation deposits) are non-refundable and shall be applied to rental fee. (See #6 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 lodge is in satisfactory condition after stay. All or part of this deposit will be kept if there is damage; excessive carpet soiling, excess trash, extra cleaning is needed or added services are provided.
- 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 that wedding package prices are subject to 9.8% tax. Should a tax increase occur, client is responsible for increase.
- Applicant understands services we provide are subject to 7.8% tax. Should a tax increase occur, client is responsible for increase.
- Applicant agrees to submit **PROOF OF INSURANCE, PAY FINAL BILL & DAMAGE/SERVICE DEPOSIT 14 DAYS PRIOR TO THE EVENT.** No admittance to the property until final payment/event ins is submitted. **CHECKS AND VISA/MASTERCARD ACCEPTED.**
- 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: \_\_\_\_\_

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