



P.O. Box 573, Leavenworth, WA 98826  
509-548-5477  
**Ski Hill Lodge Rental Rates & Information**

**1) Party:** up to 40 persons, food may be served and/or kitchen used. The focus of the gathering must be inside the lodge. Please see Use of Ski Hill Grounds (below) for details.

- \$150 for up to three hours (including setup)
- Reservation deposit: \$50
- \$50 for each additional hour (5 total hours maximum)
- \$100 refundable, cleaning deposit required

**2) Reception or large gathering:** Any gathering over 40 persons OR any gathering over 5 hours, food may be served and kitchen used. The focus of the gathering must be inside the lodge. Please see Use of Ski Hill Grounds (below) for details.

- \$600 full day rental (3am to 3am) Includes set up evening before, day of event, and clean-up after event
- Reservation deposit: \$200
- \$100 refundable, cleaning deposit required

**3) Use of Ski Hill Grounds:** The Ski Hill grounds are public lands and can be used free of charge for small gatherings (under 15 persons) such as picnics or informal meetings. For larger gatherings on the Ski Hill Grounds, gatherings requiring the setup of specialized equipment or supplies or gatherings with music or other entertainment permission must first be obtained from both the US Forest Service AND the LWSC. The LWSC will charge \$20/hour for any approved activity on the Ski Hill Grounds that requires an LWSC representative to supervise use of the site, to provide assistance with LWSC facilities (lighting, access to electrical power, site access, etc.) and/or to provide site preparations (mowing, etc). Groups 15 persons or larger who are renting the lodge can be outside on the grounds; provided the focus of the gathering is taking place inside the lodge and no special equipment is setup outside.

**4) Recreational or Competitive Sporting Events:** If the proposed use of the Ski Hill Grounds is for an organized recreational or competitive sporting event permission may be able to be obtained directly from the LWSC. The event must be of a type that is compatible with the terms and conditions of our Special Use Permit. The LWSC would have to be considered a partner or sponsor in the event. Please contact us to see if your event qualifies.

### **Important Notes**

**Lodge Supervisor:** The Lodge Supervisor will meet the renter before the event to answer questions regarding the use of the facility, to help insure the facility functions adequately for your event, to insure the terms of this rental agreement are abided by and to provide lodge keys.

**Cleaning policy:** The renter is responsible for removing any items that were brought on to the premises (including the grounds) and all waste and recyclables generated. A dumpster is provided on site for trash disposal. The renter is responsible for leaving the kitchen and other areas of the lodge as clean as they were found. All dishes will be washed, dried and put away. All clean up must be performed within the agreed upon rental period, otherwise the cleaning deposit will be forfeit. The LWSC lodge supervisor will oversee clean up, but the renter is responsible for providing enough personnel to insure clean up is accomplished in a timely and efficient manner.

**Vehicles:** Except for lodge access during setup and clean up, no vehicles will travel beyond the parking lot. When accessing the lodge for setup and clean up, vehicles will stay on established roads.

**Use of the Leavenworth Summer Theater amphitheater** or other LST facilities is NOT included in any rental agreement with the LWSC. Permission for use of these facilities must be obtained directly from the Leavenworth Summer Theater

**Smoking:** Due to fire danger, smoking is not allowed in the lodge or on the Ski Hill grounds at any time.

**Cancellation Policy:** Your reservation can be canceled up to 7 days prior to your event and your reservation deposit will be refunded in full. Cancellations less than 7 days prior to the event date will result in a forfeit of the reservation deposit.

### **Other Notes:**

- Music must end at 10 p.m. due to local noise ordinance.
- Portable toilets are highly suggested for parties over 20 people. The old septic system will fail with overuse.
- The lodge is located on Forest Service grounds and is a public area. Bikers, walkers, hikers are allowed on the grounds any time.
- The lodge is cleaned prior to a renter's arrival. The renter must leave it in the condition it was found.
- The lodge is an old building built in 1930. Please be advised that the electricity and plumbing reflect the age.
- If you serve alcohol you must obtain a Banquet/Event Permit. It is \$10 at the Leavenworth Liquor Store.

Revised 10/2010