



## LEAVENWORTH WINTER SPORTS CLUB

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www.skileavenworth.com

### SKI HILL LODGE AND GROUNDS RENTAL RATES & INFORMATION

#### Ski Hill Lodge Rental \*

Group Rental Rates (maximum 60 people)	LWSC Member	Non-LWSC Member	Nonprofit
6 hours of use (including setup and break down)	\$300	\$400	\$200
Each additional hour	\$75	\$100	\$50
Lodge Staffing / staff member / hour (1 staff per every 25 guests is required)	\$25	\$25	\$25
Reservation Deposit (credited towards final bill)	\$100	\$200	\$100
Cleaning Deposit (refundable)	\$300	\$300	\$300

WA State Sales tax will be added to all charges at the current rate.

\* Groups who are renting the Lodge may also make use of the grounds, provided that the focus of the gathering is inside the Lodge and no special equipment will be set up outside.

#### Ski Hill Lodge & Grounds Rental Terms and Conditions

##### Use of Ski Hill Grounds \*\*\*

The Ski Hill Grounds are public lands and can be used free of charge for small gatherings of under 15 persons. For larger gatherings, or if specialized equipment or supplies are needed (such as for live music or other entertainment), a Special Use Permit must first be obtained from the US Forest Service.

The LWSC will charge \$50/hour for any activity on the Ski Hill Grounds that requires an LWSC representative to supervise use of the site, to provide assistance with facilities (lighting, access to electrical power, site access, etc.) and/or for hours required for site preparations (mowing, etc.). Groups using the Lodge must have a signed Application for Use on file prior to the event.

\*\*\* Use of the Leavenworth Summer Theater (LST) amphitheater or other LST facilities is NOT included in any Rental Agreement with the LWSC. Permission to use these facilities must be obtained directly from the LST.

## **Recreational or Competitive Sporting Events**

If the proposed use of the Ski Hill Grounds is for an organized recreational or competitive sporting event, permission must be granted by the LWSC AND a Special use Permit must be obtained from the US Forest Service. All events must be of a type that is compatible with the terms and conditions of the LWSC. The LWSC will charge \$50/hour for any approved activity on the Ski Hill Grounds that requires a 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.). Proof of Liability Insurance is required and must list the Leavenworth Winter Sports Club as an Additional Insured.

## **LWSC Co-Sponsored Events**

Any event that is Co-Sponsored by the LWSC must include the LWSC in all event and promotional materials. Please contact us to see if your event qualifies.

## **Policies and Rules**

### **Liability Release**

- A Release of Liability clause is included in the Rental Application and must be signed prior to use of the premises.

### **Pre-Event Meeting**

- A site visit will be conducted prior to the event with either the Events Manager, Lodge Manager or other appointed LWSC Staff to ensure that the facility will meet the needs of the proposed event, to answer questions regarding facility use and to review the terms of the Rental Agreement.

### **Ski Hill Lodge Concession and Staffing**

- Lodge staff are available for hire at a rate of \$25 per hour.
- Current Lodge menu items may be purchased at the published retail amounts.
- 20% gratuity will be added to the final concession bill.

### **Vehicles**

- No vehicles may travel beyond the parking lot except for access to the Lodge during setup and cleanup.
- Vehicles must stay on established roads at all times.

## **Cleaning policy**

- The Lodge will be cleaned prior to the Renter's arrival.
- The Renter is responsible for leaving the Lodge in the same state as when occupancy began.
- All kitchen items used must be washed, dried and put away.
- The Renter is responsible for removing any items that were brought onto to the premises (both into the Lodge and onto the grounds) and all waste and recyclables generated. A dumpster and recycling bins are provided onsite.
- The cleaning deposit will be forfeited if cleanup is not completed by the contracted rental end time.

## **Fire Policy**

- Smoking is not allowed in the Lodge or on the Ski Hill Grounds at any time.
- Fireworks are not allowed on the Ski Hill Grounds at any time.
- Outdoor fires are only permissible between October 1st and April 30th, are only allowed in approved fire pits and only with express permission from LWSC Staff.
- Fires in the Lodge fireplace are not allowed without express permission from LWSC Staff.

## **Cancellation Policy**

- Deposits are refundable in full when cancellations are made 7 days or more prior to your event.
- Cancellations less than 7 days prior to the event will result in a forfeit of the reservation deposit.
- In the event that the LWSC needs to cancel your reservation your deposits will be fully refunded.

## **Additional Items to Note**

- Music and outside activities must end by 10pm due to our local noise ordinance.
- Use of the Lodge and/or Ski Hill Grounds will be restricted during times that interfere with the Leavenworth Summer Theater and the terms of their Special Use Permit.
- Portable toilets are required for parties over 50 at a ratio of one unit per every 50 persons. The Renter is responsible for coordinating with an offsite company for this service.
- The Lodge is located on Forest Service property and is a public area. Bikers, walkers, hikers and other recreationists are allowed on the grounds any time.
- The Lodge was built in 1936 and the electricity and plumbing reflect its age.
- Offsite beer and wine may not be served during Lodge operating hours; however, alcoholic beverages may be purchased from the Lodge.
- If alcohol is to be served outside of operating hours, a WA State Banquet Permit must be acquired from the WA State Liquor & Cannabis Board. A copy of the approved permit must be provided to the LWSC along with the Rental Application.

## Contacts, Applications and Permits

Ski Hill Lodge

[www.skileavenworth.com/ski-hill-lodge](http://www.skileavenworth.com/ski-hill-lodge)  
\* [Lodge Rental Request form](#)

\* Please submit an online request form. LWSC staff will review your request and respond to you within 72 hours. A Rental Application form will be sent to you if initial terms are agreed upon by both parties.

Events Manager  
Lodge Manager  
General Manager

Meg Zapalowski  
Sarah Brawley  
James Munly

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[sbrawley@skileavenworth.com](mailto:sbrawley@skileavenworth.com)  
[jmunly@skileavenworth.com](mailto:jmunly@skileavenworth.com)

US Forest Service  
USFS Special Use Permit

[www.fs.usda.gov/](http://www.fs.usda.gov/)  
[www.fs.usda.gov/visit/passes-permits](http://www.fs.usda.gov/visit/passes-permits)

Leavenworth Summer Theater

[www.leavenworthsummertheater.org/](http://www.leavenworthsummertheater.org/)

WA State Liquor & Cannabis Board  
WA State Banquet Permit

<https://lcb.wa.gov>  
<https://lcb.wa.gov/licensing/banquet-permits>