

**Eugene Garden Club Facility Rental Application and Agreement**  
**1645 High Street, Eugene, Oregon 97401- 4113**  
**www.eugenegardenclub.org**

Organization \_\_\_\_\_  
Responsible Person \_\_\_\_\_ email \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (WK) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Type of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_ # in Attendance: \_\_\_\_\_  
Time of Use \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Copy of Certificate of Insurance provided: Yes \_\_\_\_\_  
Waived \_\_\_ (approved by) \_\_\_\_\_

**See Page 2 for clarification of insurance requirements.**

**Rental Fees**

**Low impact** events:

(Quiet meetings with minimum kitchen use) - \$15.00 / hour - minimum of 4 hours

**High impact** events:

(Physically active: receptions, parties, workshops,  
dance groups, full use of kitchen) \$20.00 /hour - minimum of 4 hours

**Damage /Cleaning Deposit:** (Refundable upon determination that facility and contents are left clean and undamaged.)

- Low impact: \$50.00
- High impact: \$100.00
- Host Alcohol service (**only wine, beer; absolutely no hard liquor**): \$200  
(No alcohol, including beer and wine, can be *sold*.)

**Fees to be charged:** (checks made out to Eugene Garden Club)

\$ \_\_\_\_\_ Facility Rental Fee

\$ \_\_\_\_\_ Refundable Damage / Cleaning Deposit

\$ \_\_\_\_\_ Key(s) issued # \_\_\_\_\_ Renter's Key Custodian \_\_\_\_\_

\$ \_\_\_\_\_ **Total** Please send two checks, one for facility use and one for refundable deposit.

**Regulations and Policies** (Please initial that you have read, understood, and agree to follow the guidelines.)

- \_\_\_\_ 1. Reservation will not be confirmed until a rental application and agreement is complete.
- \_\_\_\_ 2. Rental fees and deposits must be paid in full and a copy of insurance (if required) on file prior to the rental date.
- \_\_\_\_ 3. A deposit will be returned when facility is left undamaged and all conditions of the rental agreement have been met.
- \_\_\_\_ 4. The renter will be billed for damages, losses and unsatisfactory cleanup fees in excess of the deposit.
- \_\_\_\_ 5. No smoking or intoxicating substances of any kind are allowed on the premises: Wine and beer allowed only with prior approval and Host Alcohol Deposit.
- \_\_\_\_ 6. Use of any open flame(s) is prohibited except for birthday cake candles.

- \_\_\_\_\_ 7. Tables and chairs are available. You are responsible to set up the tables and chairs and to return them to their original location. *Folded chairs go against the wall in east room (with stage). Folded tables go against wall in west room (front window, wood floor).* Table and chairs are not allowed outside.
- \_\_\_\_\_ 9. Kitchen Use: Items in unlocked cupboards are available for your use but must be cleaned and put back as found.
- \_\_\_\_\_ 10. **You have received, reviewed and agree that your organization will follow the requirements listed in the “Eugene Garden Club User Information and Closing Procedure”.**
- \_\_\_\_\_ 11. If the issued key(s) is/are not returned and it becomes necessary to rekey the building, the expense of re-keying will be billed to your organization.

**INSURANCE – Two options:**

- 1. A copy of a **Certificate of Insurance** that is a general liability contract listing Eugene Garden Club **“as additional insured”**. (Minimum of \$500,000. If alcohol is served, \$1,000,000 required).
- 2. In the case of a **non-registered, non-business** organization: **A copy of the “Host” Applicant’s homeowner’s policy** stating to the effect that the members of the group involved are covered for liability in *“any part of a premises occasionally rented to an Insured for other than business (commercial) use”*. *An insurance rider might need to be purchased from your carrier to cover an event.*

**INDEMNITY AGREEMENT:**

On behalf of the above organization, it is agreed that I and the organization I represent, shall claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or related to the activities of the organization or any of its members or guests during its use of the facility under this application, including loss, theft or damage of equipment left in the building.

I understand that the Eugene Garden Club makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application, and that I and other participants will be using the facilities at our own risk.

**APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY:**

Signature is acknowledgment that applicant has read and understands the Rental and Indemnity Agreements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Return this completed form, applicable check(s), and proof of insurance, if required to:**

(EGC Representative) \_\_\_\_\_  
 Eugene Garden Club, 1645 High Street, Eugene, OR 97401-4113

**To be completed by Eugene Garden Club Representative ONLY:**

Rental Approved by: _____	Date: _____
Insurance received for filing: _____	Date: _____
Fees and Deposits Paid: _____	Date: _____
Deposit(s) Refunded: _____ Ck# _____	Date: _____
Key(s) Returned: _____	Date: _____