

Date and time of Event _____

Eugene Garden Club Facility Rental Application and Agreement

1645 High Street, Eugene, Oregon 97401-4113

www.eugenegardenclub.org

Janet 541-686-2697 --Peggy 541-688-2749

Organization _____

Responsible Person _____ email _____

Phone (H) _____ (C) _____ (WK) _____

Address _____ City _____ State _____ Zip _____

Type of Event _____

Copy of Certificate of Insurance provided: Yes _____
Waived__ (approved by) _____

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, public events, workshops, dance groups, full use of kitchen) 20.00/hour - minimum of 4 hours

Damage /Cleaning/Cancellation Deposit: (Refundable upon determination that facility and contents are left clean and undamaged.) *Two week notice of cancellation is required.*

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

Fees: Checks made out to Eugene Garden Club, **Please write two checks; one for facility Rental and one for refundable deposit. Place date of building use on the checks.**

\$ _____ Facility Rental Fee CK # _____

\$ _____ Refundable Damage /Cleaning /Cancellation Deposit CK# _____

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

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*

Regulations and Policies (Please initial that you have read and agree to following:

- ____ 1. Reservation will not be confirmed until deposit check and rental agreement is complete and received by Eugene Garden Club.
- ____ 2. Copy of insurance (if required) and deposit must be provided prior to the rental date.
- ____ 3. The **deposit will be returned** when facility is left undamaged and all conditions of the rental agreement have been met. Deposit WILL NOT be returned if reservation is cancelled without a two week notice.
- ____ 4. The renter will be billed for damages, losses and unsatisfactory cleanup fees **when** in excess of the deposit amount.
- ____ 5. No smoking or intoxicating substances of any kind are allowed on the premises: Wine and beer are allowed only with prior approval and \$200 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 west wall in room (front window, wood floor).* Tables and chairs are not allowed outside.
- ____ 9. Kitchen Use: Items in unlocked cupboards are available for your use but must be cleaned and **returned to original location.**
- ____ 10. 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.
- ____ 11. **You have received, reviewed and agree that your organization will follow the requirements listed in the “Eugene Garden Club Rental Application and Agreement and the User Information and Closing Procedure”.**

INDEMNITY AGREEMENT:

On behalf of the above organization, it is agreed that I and the organization I represent, ***shall be responsible for 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. 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, to:

Eugene Garden Club, 1645 High Street, Eugene, OR 97401-4113