

Date & time of event: \_\_\_\_\_ Contract #: \_\_\_\_\_  
(For internal use) (For internal use)

**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) \_\_\_\_\_ (WKD) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Event Type \_\_\_\_\_  
Date of Event \_\_\_\_\_ # in Attendance: \_\_\_\_\_  
Time of Use \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Copy of Certificate of Insurance YES \_\_\_\_\_ NO \_\_\_\_\_ Waived \_\_\_\_\_ Approved by \_\_\_\_\_

**Rental Fees**

Low impact events: (Quiet meetings, minimal kitchen use) \$15.00 /hour.  
Damage/cleaning/key deposit: \$50.00 – unreturned keys will result in forfeiture of all or part of deposit

High impact events: Physically active: receptions, parties, workshops, dance groups, full use of kitchen \$20.00 /hour.  
Damage/cleaning/key deposit: \$100 – unreturned keys will result in forfeiture of all or part of deposit

Host Alcohol Policy: Only wine or beer; NO hard liquor. Deposit: \$200  
No alcohol, including beer or wine, can be sold.

Damage /Cleaning/Key Deposits are refunded when facility and contents are left clean, undamaged, and returned to designated places, **and key has been returned**

Two week notice of cancellation is required or deposit is forfeited.

**WRITE TWO CHECKS:** one for facility rental and one for the refundable deposit payable to Eugene Garden Club. Put date of building use and your name on the checks. If a Money Order, write your name and date of building use on money order.

\$ \_\_\_\_\_ Facility Rental Fee CK# \_\_\_\_\_

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

Key(s) issued # \_\_\_\_\_ Renter's Key given to \_\_\_\_\_

Please initial items 1 through 10:

- \_\_\_\_\_ 1. Reservation is confirmed when rental application is submitted within 3 weeks of request.
- \_\_\_\_\_ 2. Rental fee and deposit must be paid in full and a copy of insurance (when required) on file prior to the rental date.
- \_\_\_\_\_ 3. Renter will be billed for damages in excess of deposit.

- \_\_\_\_\_ 4. No smoking or intoxicating substances of any kind are allowed on the premises.
- \_\_\_\_\_ 5. Use of any open flame(s) is prohibited except for birthday cake candles.
- \_\_\_\_\_ 6. Tables and chairs are available. Renter is responsible to set up the tables and chairs and returning them to their original location.
- \_\_\_\_\_ 7. Tables and chairs are not allowed outside.
- \_\_\_\_\_ 8. Kitchen Use: Items in unlocked cupboards are available to use but must be washed and put back as found.
- \_\_\_\_\_ 9. You have received, reviewed and agree that your organization will follow the requirements listed.
- \_\_\_\_\_ 10. If the key is not returned, **all or part of your deposit will be forfeited or if 'rekeying' is required**, your group will be billed for all rekeying expenses.

**INSURANCE** – Two options:

- 1. A copy of a Certificate of Insurance that is a general liability contract listing the Eugene Garden Club as “additional insured”.  
A minimum of \$500,000 required. If beer or wine is present, \$1,000,000 required and must cover the use of alcoholic beverages.
- 2. In the case of a non-registered, non-business organization, a copy of the host applicant’s homeowner’s policy is required, stating to the effect, that members of the group involved are covered for liability in “*any part of the 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 be responsible for all 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:

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