

**Eugene Garden Club  
1645 High Street  
Eugene, Oregon  
General Rental Information**

Do you need a pleasant, affordable, and centrally located rental space for a meeting place, workshop, or social event? The Eugene Garden Club building may be what you're looking for.

**Building information:** Our building has two meeting spaces, kitchen, and workroom

- Maximum number of people per event is 100
- Carpeted meeting space (380 sq. ft.)
- Large meeting space with a wooden floor and a stage (234 sq. ft.) at one end. The space (2100 sq. ft.) can be divided in half with a moveable wall
- Non-commercial kitchen available (approximately 204 sq. ft.); catering allowed
- Workroom (approximately 1182 sq. ft.) with large table available for staging your event
- Convenient backdoor delivery area
- Two restrooms
- Handicap accessible with two ramp entrances with handrails. One handicap parking space in back
- Street parking limited to two hours Monday through Friday; 9am to 6pm. No restrictions during evenings, Saturday, or Sunday. Space at the rear of the building is available for five to six cars
- WIFI access available

**Rental Fees and Deposits:**

Low impact events: (Quiet meetings, minimal kitchen use) \$15.00 /hour including setup and cleanup.

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 including setup and cleanup

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.

**Insurance Requirements (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 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 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*".

For more information please contact one of our Building Managers:

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