



## Campbell Center Rental Information

### **Overview:**

Campbell Center offers a touch of class with its lovely gardens and outdoor courtyard. This facility is ideal for anniversary/birthday parties, weddings, meetings and family events. It is conveniently located close to downtown and offers accessible parking. A rental supervisor will be onsite during your event.

### **Fees and Rates:**

All rentals have a two hour minimum with a refundable deposit (\$100 for general rentals or \$150 for alcohol or commercial rentals) due at the time of reservation. Deposit is refunded after the event as long as regulations and policies are followed, room is cleaned appropriately and no damage incurred and typically returned within a couple weeks. The rental fee is due two weeks prior to the event date. Please note the deposit is separate from the rental fee.

### **Main Hall**

Regular Season (Sep. 1 – Apr. 30)

\$60/hour

\$70/hour for alcohol rentals

\$72/hour for commercial events

Deduct \$ 10/hour for rentals during business hours:

Monday 8:30am-7:00pm & Tuesday thru Friday 8:30am-4:30pm

Peak Season (May 1 – Aug. 31)

\$75/hour

\$85/hour for alcohol rentals

\$90/hour for commercial events

Rental space details:

- Maximum capacity of 105 people with tables and chairs, 120 people auditorium seating or 150 people standing.
- Access to kitchen, upper and lower patio areas.
  - Renter provides all cooking supplies, dishes, utensils, etc. as needed.
  - The upper patio includes retractable awnings.
- Tables and chairs are provided for indoor use and outdoor paved areas only.
  - 13 Oval tables 5'X6' - seats 8
  - 8 Card Tables
  - 13 Rectangular tables 6'X30"
  - 120 Burgundy banquet chairs
  - Table linens and chair covers are not provided
- Audio/visual amenities include movie screen and projector with VGA compatibility, VCR/DVD, PA system, wireless microphone, podium and assisted listening devices.

### **Meeting Rooms**

\$30/hour available during business hours only

\$36/hour for commercial meetings

Rental space details:

- Maximum capacity of 20 people with tables and chairs, and 35 people standing.
- Large screen TV with VGA compatibility and Blu-ray/DVD player.
- Tables and chairs provided.



### **Cleaning:**

The renter is responsible for all set-up and take-down for the event. Make sure to include these needs in your rental time. Please review the attached Clean-Up Check List for your responsibilities.

### **Decorations:**

- No tacks or nails in the walls or ceilings. Use only painter's tape or tacky to hang objects.
- Renter must supply their own tools, painter's tape and ladders.
- No fog machines; these set off the smoke alarms.
- No open flames inside or outside.
- No confetti or glitter
- No bounce houses

### **Food:**

- If food is catered, the renter will need to provide a copy of the caterer's liability insurance two weeks prior to the rental date.
- If food is being served and it is NOT potluck style or catered, the individual will need to provide proof of liability insurance two weeks prior to the rental date.
- If food is being sold a temporary restaurant license must be obtained.

### **Alcohol:**

- Beer, wine and/or champagne maybe served with an increased rental rate/deposit and proof of liability insurance in the amount of \$2,000,000.
- Alcohol may be consumed for a maximum of 3 hours.
- Alcohol rentals must review and sign an Alcohol Use Agreement.

For rental questions please contact Jaime Prehm at 541-682-5318 or [jaimelprehm@ci.eugene.or.us](mailto:jaimelprehm@ci.eugene.or.us)

**Thank you for your interest in Campbell Center!**

For afterhours non-emergency rental concerns please call Eugene Police Department Non-Emergency number: 541-682-5111. They will be able to dispatch the appropriate staff to assist your group.



## Campbell Center Clean Up Check List

<b>Renter's Name</b>							
<b>Rental Date</b>		<b>Arrival time</b>			<b>Departure time</b>		
<b>Ages</b>	<b>0-5</b>	<b>6-11</b>	<b>12-17</b>	<b>18-54</b>	<b>55-69</b>	<b>70-84</b>	<b>85+</b>
<b>Total</b>							

**Main Hall and Outdoor Patio:**

- All decorations and painter's tape are removed
- Stack chairs straight on dollies; store in closet as found, *see rental supervisor for help*
- Wipe down and store tables as marked in closet as found, *see underneath tables for location and rental supervisor for help*
- Dry mop Main Hall floor
- Spot mop any spills
- Vacuum any messes on carpeted areas
- Sweep outside patio if needed (ie birdseed, confetti, food, etc)
- Pick up all trash around patio, grass, flowerbeds, etc
- Any items that have been moved from their original place must be put back.
- Turn off lights, ceiling fans, and media/sound system. Return screen to neutral.

**RESTROOMS:**

- All trash is picked up and taken out to the dumpster
- Replace liners in trash cans
- All toilets are flushed
- Turn off lights and fan

**KITCHEN:**

- All trash and recycle is picked up and disposed in appropriate receptacles outside
- Replace liners in trash cans
- Wipe down all countertops and sink
- All foods and dishes brought are removed

**Leave a neat and clean building as other rentals may follow. Damages and cleanup will be assessed and deducted from your deposit. If the charges exceed the amount of the deposit, you will be billed the difference.**

---

Renter's Signature

Date

---

Building Supervisor Signature

Date

