



Lamb Cottage Rental Information

Overview:

Lamb Cottage is nestled in the middle of Skinner Butte Park with a beautiful view of the river; this cozy cottage offers an intimate space for small weddings, family reunions, bridal & baby showers and meetings.

You will be responsible to pick up the key at the Campbell Community Center the day of or day before the event. If renting on a weekend you will need to pick the key up by the Friday before.

Room Details:

- Maximum capacity of 35 people.
- Tables and chairs are provided for indoor use and outdoor patio only.
 - 8 Rectangular tables 6' X 30"
 - 35 Metal folding chairs
 - Table linens and chair covers are not provided
- Kitchen has major appliances available: stove, oven, fridge w/freezer and coffee maker.
- Renters must supply all cooking supplies, dishes, utensils, etc. as needed

Fees and Rates:

All rentals have a two-hour minimum. A refundable deposit of \$200 (\$90 standard deposit + \$110 key deposit) is due at the time of reservation. Deposit is refunded within a couple of weeks after the event as long as regulations and policies are followed, the room is cleaned appropriately, no damage incurred, the facility is locked up appropriately, and the key is returned. The full rental fee is due two weeks prior to the event date. Please note that the deposit is separate from the rental fee.

\$45/hour

\$42/hour For-profit event

**No alcohol is permitted at the Lamb Cottage

Cleaning:

The renter is responsible for all set up, take down and cleanup for their event. Make sure to include these needs in your rental time. Basic cleaning supplies and garbage liners are provided. Please review the attached Clean-Up Check List for your responsibilities.



Decorations:

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

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.
- **No alcohol is allowed at Lamb Cottage.**

For rental questions please contact Campbell Center at 541-682-5318 or email at PKennedy@eugene-or.gov

Thank you for your interest in Lamb Cottage!

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.



Lamb Cottage Clean Up Check List

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

KITCHEN:

- All trash is picked up and packed out (there is no trash pickup at this site)
- Replace liners in trash cans
- Wipe down all countertops and sink with cleaner and paper towel
- Close and latch windows
- All foods and dishes brought are removed
- Clean out and wipe down refrigerator and microwave

Please do not put any food, grease, or coffee grounds down sink

RESTROOMS:

- All trash is picked up and packed out (there is no trash pickup at this site)
- Replace liners in trash cans
- All toilets are flushed
- Close and latch windows, turn off heaters and lights

Main Room:

- All decorations and painter's tape are removed
- Chairs folded and neatly stacked upright in closet
- Wipe down and store tables along east wall as found
- Sweep main room floor
- Spot mop any spills. Put dirty mop pad in a garbage liner in the red bucket
- Turn off **both** baseboard heaters (controls are on the individual heater)
- Close and latch all windows
- Turn off inside and outside lights
- Lock and deadbolt both front and back doors

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. Trash liners, cleaning products, mop, and broom may be found in the long cabinet in the kitchen. Additional paper products and clean mop pads may be found on the top shelf.

For non-emergencies during closed hours, please call 541-682-5111

Renter's Signature

Date