

# Camp Harlow Guest Services

## Information and Event Application

3850 County Farm Road  
Eugene, Oregon, 97408  
Office- 541.683.5416 extension 403

[www.campharlow.com](http://www.campharlow.com)

[allib@campharlow.com](mailto:allib@campharlow.com)

Camp Harlow is owned and operated by First Baptist Church of Eugene, Oregon.

**Camp Harlow and First Baptist Church Hosts:**

Youth groups, adult conferences, reunions, off site business meetings, school parties, graduations, workshops, seminars, other groups that agree with the purposes of First Baptist Church. Requests for the facilities will be reviewed by Camp Harlow Staff before the rental agreements and dates are confirmed.

**Camp Harlow expects each group to abide by the following:**

Become aware of the ground rules and natural hazards on the grounds.

All buildings shall be in the same condition of cleanliness inside and out as they were upon your arrival.

Provide qualified and competent adult leadership adequate to supervise minor age youth groups.

No pets, firearms, liquor, marijuana, or illegal drugs will be allowed on the camp grounds.

Camp Harlow is a nonsmoking facility.

Conduct yourselves in a manner that is respectful of the purpose and expectation of First Baptist Church of Eugene.

Comply with all rules and regulations adopted pursuant to law. Not to permit any acts to be done on the premises that violate any law, rule, or regulation.

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## Camp Harlow Facilities

### Webster Zone

Webster Gym- Multipurpose recreation area fitted with a stage, sound system, projection screen for meetings. Or basketball hoops, volleyball net, or staffed rock-wall upon request. The gym seats 350 in conference style seating, or \_\_\_ banquet style at round tables.

Webster Dining Hall- Our dining room seats 160 at 20 round tables.

Webster Fireside Room- A beautiful lodge style meeting room fitted with a TV with AV connections and a gas fireplace. This room seats 50 conference style, or 32 at round tables.

Webster Patio- A large open patio, that is covered with shade cloth during the summer. The maximum seating at banquet tables is 200.

### Frank's Place

A 50's diner style outfitted with a pool table, 2 carpet ball tables, a ping-pong table, an air hockey table, and café tables. This room comfortably entertains 30 guests.

### Harlow Lodge Zone

Harlow Lodge offers a rustic carpeted meeting room with a piano and TV, large brick fireplace, and a self-contained kitchen. The kitchen is outfitted with 2 stoves, 2 refrigerators, and a large island. There is also a sleeping loft with bunkbeds for 18. Bedding and linens are not provided.

### Cabins

Camp Harlow has 22 cabins, 2 of which are wheelchair accessible. Our wheelchair accessible cabins sleep 8 on bunkbeds, while our other 20 cabins sleep up to 10 on bunkbeds. Each cabin has a single shower room, restroom, and vanity. Cabins are divided by gender, please note that we will ask for an estimate of each gender for overnight housing. Bedding and linens are not provided.

### Beach House

A cozy hotel style room fit with a king size bed, small table, miniature fridge, microwave, and personal bathroom.

### Amphitheatre

This outdoor facility has a large fire pit (campfire available upon request). From June through September this area is available with a full sound system allowing detailed audio visual capabilities with a Harlow Technician. The area seats up to 550 guests.

## Activities

Each activity is staffed solely by Camp Harlow and has a 2-hour minimum rental.

### Swimming Pool

Our solar heated pool houses a 90-foot water slide and 2 diving boards. Adjacent to the pool is a large, shade covered pool deck. Due to weather and staffing, the pool is only available June-September.

### Zipline

Our zipline is a grand memory for all ages.

### Go Carts

Camp Harlow has up to 4 gas powered go carts available to race on our circular track.

### Bumper Boats

Up to 8 boats available.

### Big Swing

Participants are harnessed and pulled back into the air to send them swinging from a height of about 25 feet. This is a great option for those who would like to build trust and unity within their group, or team.

### Low Ropes Challenge Course

Camp Harlow's Challenge course invites groups to work together to work their way through a number of obstacles and challenges. The course requires communication, team work, and trust amongst the whole of the group. An idea group size is 10, but we can work with groups of varying sizes.

### Suspension Bridge

Our suspension bridge is stretched across our canoe pond between adjacent trees. As many as 4 harnessed participants are sent across the bridge at a time, causing them to work together to pass each other in the middle. This activity pairs well with the nearby challenge course.

## Contract, Deposit, Cancellations, Insurance, and Billing Policies

### Contract:

Once this application is received with a non-refundable deposit, the Guest Services team will build a contract and invoice based upon the information herein. Camp Harlow reserves the right to accept reservations from more than one group on the same day (or time frame).

### Deposit:

Upon the submission of an application a nonrefundable deposit is required. For a day event the nonrefundable deposit is \$250. For an overnight event the nonrefundable deposit is \$500. The deposit is applied to the total balance due. If the facilities are not in the same condition upon the group's departure, a cleaning or maintenance fee may be levied on the final billing statement.

### Cancellations:

If the group chooses to cancel their reservation the deposit is nonrefundable. If the cancellation is made within 45 days of the scheduled event, the group is liable for the estimated total cost on the billing estimate for facilities requested.

### Insurance:

All groups leasing any portion of Camp Harlow are required to have insurance that covers their group for the time period in which they are using the facilities. A Certificate of Liability Insurance must be obtained by the group and received by Camp Harlow at least two weeks prior to the beginning of the event.

### Billing:

Payment for use of the facilities and meals is required upon arrival. All meals will be billed for the number of attendees projected, if the number is greater a bill will be given to the point of contact and required within 15 days of the event. Groups having less than the projected number of attendants will be billed for the number given the week before their arrival.

### Meals:

Camp Harlow plans a menu based upon the culture and demographics of their groups, using fresh, seasonal options throughout the year. Upon the application an estimated number of guests is requested, the final number is required one week prior to the event. There is a sample menu included on the following page. There are 2 menu style options; the hearty camp meals are built to fuel an activity filled stay at Camp Harlow, they are a great option for youth groups. The Conference Style meal plan offers more variety, and is best for those with a more mature pallet.

# Camp Harlow Facilities Use Request

To reserve a date this request is to be completed and returned with a non-refundable deposit.

Date Submitted \_\_\_\_\_

Date of Event \_\_\_\_\_

Name of Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Event \_\_\_\_\_

Main Contact \_\_\_\_\_

Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_

Set up time \_\_\_\_ am/pm Guests Arrival time \_\_\_\_ am/pm Departure Time \_\_\_\_ am/pm

Estimated total number of Guests \_\_\_\_\_

## Facilities Requested

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Webster Zone      | <input type="checkbox"/> Beach House      | <input type="checkbox"/> Microphones (Quantity ____) |
| <input type="checkbox"/> Frank's Place     | <input type="checkbox"/> Amphitheatre     | <input type="checkbox"/> Instrument Cables           |
| <input type="checkbox"/> Harlow Lodge Zone | <input type="checkbox"/> Sound System     | <input type="checkbox"/> Projector                   |
| <input type="checkbox"/> Cabins            | <input type="checkbox"/> Sound Technician | <input type="checkbox"/> Computer Connection         |

## Activities Requested

A minimum rental of hours is required per activity

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Rockwall<br>Time of Use ____ to ____<br>Number of Ropes 1 2 3 | <input type="checkbox"/> Suspension Bridge<br>Time of Use ____ to ____                 | <input type="checkbox"/> Bumper Boats<br>Time of Use ____ to ____<br>Number of Boats 3 4 5 6 7 8  |
| <input type="checkbox"/> Zipline<br>Time of Use ____ to ____                           | <input type="checkbox"/> Go Carts<br>Time of Use ____ to ____<br>Number of Carts 2 3 4 | <input type="checkbox"/> Pool<br>Time of Use ____ to ____<br><i>There is an additional \$25 per hour fee for each Lifeguard required.</i> |
| <input type="checkbox"/> Big Swing<br>Time of Use ____ to ____                         | <input type="checkbox"/> Low Ropes Course<br>Time of Use ____ to ____                  |   |

## Meal Choices

Hearty Camp Breakfast  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

Conference Style Breakfast  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

Hearty Camp Lunch  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

Conference Style Brunch  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

Hearty Camp Dinner  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

Conference Style Lunch  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

Conference Style Dinner  
Dates? \_\_\_\_\_  
Time? \_\_\_\_\_

To the full extent permitted by the law, the sponsoring group (or, if there is more than one sponsoring group, then the sponsoring groups individually and collectively) shall defend, indemnify, and hold harmless First Baptist Church of Eugene, an Oregon nonprofit corporation (owner of Camp Harlow), and its officers, agents, employees, and directors from and against all claims, actions, liabilities, and costs including attorney fees and other costs of defense arising from the sponsoring group's use of the facility, or from the sponsoring group's failure to comply with any written agreement it may execute respecting use of the facility.

Guests are required to have the following information at the  
Camp Harlow office at least 2 weeks prior to arrival:

- A schedule of events (including set up and closing time frames)
  - A certificate of Liability Insurance
  - Estimated group size

Guests are required to have the following information at the  
Camp Harlow office 7 days prior to arrival:

- A finalized schedule
- Final attendance count

**Send Application to**  
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97408

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Please call 541.683.5416 extension 408 if you have any questions