

Camp Harlow Guest Services

Information and Event Application

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

www.campharlow.com

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 stall 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.

Rockwall

Our 20 foot beginners level rockwall has 3 walls of increasing difficulty.

Swimming Pool

Our solar heated pool houses a 90-foot corkscrew water slide and 2 diving boards. Adjacent to the pool is a shade covered pool deck. The pool capacity is 200 guests at a time, we provide one lifeguard for every 15 guests. We do ask for adult supervision for children using the pool. Due to weather and staffing, the pool is only available June-through Labor Day.

Zipline

Our zipline is a grand memory for all ages., at it's highest point the participant is ___ off the ground. An estimated 60 participants can ride the Zipline in a 2 hour time period.

Go Carts

Camp Harlow has up to 4 gas powered go carts available to race on our circular track. Each Go Cart seats up to 2 guests, with a 5ft 2 or taller driver.

Bumper Boats

Up to 8 boats available, each boat is outfitted with a spray nozzle and seats 2 children or an adult and a child. It is a great opportunity to make memories in the summer, in light of it's equipment it is only available June through Labor Day.

Big Swing

Participants are harnessed and pulled back into the air by a team of participants or a camp vehicle, to send them swinging from a height of 30 feet. This is a great option for those who would like to build trust and unity within their group, or team. In the 2 hour minimum rental an estimated 40 individuals are able to participate in the swing.

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 10-15, but we can work with groups of varying sizes.

Suspension Bridge

Our suspension bridge is stretched high 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, and encourages participants to build trust, team work, and communication.

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 at minimum, 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 and more active retreats. The Conference Style meal plan offers more variety, and is best for those with a more mature pallet.

Hearty Breakfast Sample Menu \$10

Scrambled Eggs with Cheese
and Sautéed Mushrooms
Crispy Hash browns
Freshly Baked Cinnamon Rolls
Country Bacon
Cereal Bar
Juice, Milk, and Coffee

Pancakes with Fruit Topping
and whipped cream
Scrambled Eggs
Sausage Links
Fresh Seasonal Fruit
Cereal Bar
Juice, Milk, and Coffee

Hearty Lunch Sample Menu \$10

Pulled Pork Sandwiches or Burger Bar
Salad Bar
Watermelon or Seasonal Fruit
Chips
Freshly Baked Harlow Brownies
Ice Water or Lemonade

Hot Turkey Sandwiches on fresh Kaiser Rolls
Caesar Salad
Hearty Vegetable Soup
Grapes
Fresh Baked Cookie
Ice Water or Lemonade

Hearty Dinner Sample Menu \$12

Parmesan Chicken
Penne Pasta with Alfredo Sauce
Northwest Green Beans
Salad Bar
Fresh Rolls with butter
Texas Sheet Cake

Roasted Basil Pork Loin
Scalloped Potatoes
Buttered Corn
Raspberry House Salad
Fresh Baked Bread
Carrot Cake with Cream Cheese Frosting

Conference Style Brunch Sample Menu \$14

Three Cheese Egg Bake
Country Bacon
Grilled Red Breakfast Potatoes
House Made Scones with Jam
Fresh Fruit Salad
Cereal and Oatmeal Bar
Juice, Milk, and Coffee

Conference Style Lunch Sample Menu \$12

Pesto Chicken with Mozzarella Cheese
Basmati Rice
Strawberry Spinach Salad
Fresh Rolls with Butter
Fresh Seasonal Fruit
Homemade Cookies

Conference Style Dinner Sample Menu \$14

Pot Roast with Mushrooms and Gravy
Creamy Mashed Potatoes
Quinoa Kale Salad
Grilled Green Beans
Fresh Rolls and Butter
Carmel Delight Ice Cream Dessert

Thai Steak Salad with Cilantro Lime Dressing
Twice Baked Potatoes
Grilled Asparagus and Peppers
Fresh Bread and Butter
Seasonal Fruit Salad
Harlow Brownie Sundaes

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

Activities Requested

A minimum rental of hours is required per activity

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

Payment Information

Minimum \$250.00 nonrefundable deposit is required to reserve a date

Total enclosed \$ _____

Payment method **Check** **Cash** **Visa** **MasterCard** **Other (AMEX/Discover)**

Check Number _____

Please Charge my credit Card:

Number _____

Expiration Date ____/____

CVV _____

Billing Zip Code _____

Print Name _____

Signature _____

Send Application to
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Or allib@campharlow.com

Please call 541.683.5416 extension 408 if you have any questions