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*The Ballroom and Gerlinger Lounge at the University of Oregon provide elegant settings for wedding celebrations. The Erb Memorial Union Ballroom, with its hardwood floors, high ceiling, and access to the surrounding rooms (Maple, Oak, Gumwood, and Lobby), is a perfect place to accommodate large receptions and ceremonies including dinner and dancing. Gerlinger Lounge is a more intimate setting. The charm of the spacious room comes from the antique furniture and three walls of windows that allow natural light to stream into the lounge. There are numerous outside locations that may also be selected for a summer ceremony or reception.*

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*The University of Oregon is located in Eugene, a city that offers many recreational, entertainment and cultural opportunities, including an award winning performing arts center. Situated in Oregon's beautiful Willamette Valley, Eugene is noted for its livability. The nearby Cascade Mountains and Pacific Ocean provide opportunities for skiing, hiking, mountaineering, and boating.*

### Visitor Information

Information about local attractions, such as shopping, lodging, and recreation is available from the Convention and Visitors Association of Lane County, Oregon (541) 484-5307 or <http://www.cvalco.org>.

### Catering

UO Catering will work with you to meet your food and beverages needs. Whether it is an elegant banquet, buffet or reception platters, UO Catering can help you with your arrangements including serving alcohol. A license and licensed server are required and are provided by UO Catering. Please contact UO Catering (541) 346-4303 or <http://www.housing.uoregon.edu/cc/>

## Gerlinger Lounge

**For \$1250, your Gerlinger Lounge reservation includes**

- Room use for up to eight hours
- Customized setup for up to 126 people for ceremony or reception
- Use of grand piano
- Use of fireplace
- Sound system or AV Package
- Setup/takedown of tables and chairs
- On-site supervisor, monitor, and technician
- *All events in Gerlinger Lounge must conclude by 12:00 midnight.*

## Outdoor Spaces

**For \$600, your Outdoor Space reservation includes**

- Rental of the location for up to 8 hours (for less than 8 hours the location may be rented for \$75 per hour). **Additional fees for outdoor spaces may vary, please contact our office for more information.**
- Areas available include the Memorial Quad, East Lawn, EMU Amphitheater, Gerlinger Field, Lawn near the Pioneer Mother.
- Technical equipment, including a sound system can be reserved including the staff to setup and operate the equipment.
- Tables, chairs, dance floor, and canopies need to be rented and setup by an outside company.

## Ballroom

**For \$2550, your Ballroom reservation includes**

- Room use for up to eight hours
- Customized setup in the Ballroom, Gumwood, Maple, Oak, and Lobby for up to 350 people for ceremony or reception
- Use of Green Room
- Built-in sound system for area
- CD/cassette playback
- Up to 6 wired and 1 wireless microphone
- Special stage and room lighting options
- One follow spot
- Choice of LCD/video projector or basic AV Package
- Use of room's projection screen
- Setup/takedown of tables and chairs
- Technical/support crew and building monitors

### Additional Options

- Additional hourly rate **\$100**
- Please contact UO Scheduling & Event Services for information on additional equipment, scheduling a rehearsal, or other needs.



**\*\*POLICIES, RATES, AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE\*\***

### Payment

A \$100 deposit is required at the time a reservation is made. In the case of cancellation, this deposit is **non-refundable** and **non-transferable**. Full payment and all event details are expected 30 days before the event, when confirmation is made by signing the reservation contract. If a cancellation is received less than 30 working days prior to the event, cancellation fees will be assessed.

*Preferred Methods of payment are check, Visa and Mastercard*

### Parking

Monday through Saturday, parking on campus is assigned or metered and enforced Monday through Saturday from 7 am - 6 pm. Our office can assist you in renting the 36-space parking lot across from the Gerlinger Lounge for special events.



### General Information and Policies

Candles - Candles with enclosed flames are permitted with prior approval. Please contact Scheduling & Event Services for more information.

Confetti - Rice, bird seed or confetti may not be thrown inside or outside of the building. Rose petals are biodegradable and may be used outside.

Dancing - Due to the antique furnishings in Gerlinger Lounge, dancing is not permitted. However, accommodations can be made for dancing in the lobby or adjacent dance studios.

Decorations and Posters - Decorations and posters may not be taped or tacked to the walls or furniture. Folding partitions, easels or standards may be requested in advance for posting purposes and will incur additional labor charges.

Fireplace - The fireplace at the north-end of Gerlinger Lounge may be used through prior arrangements.

Furniture - Large furniture, carpets, and the piano may not be moved in Gerlinger Lounge.

Pets - With the exception of guide and assist dogs, pets are not permitted in University facilities.

Smoking - Smoking is not permitted in University facilities at any time.

User Responsibilities - The sponsor should allow 15-30 minutes to gather all personal items and tidy up the lounge. Scheduling & Event Services are not responsible for personal items left in the lounge.

Group Liability - Groups are required to obtain liability insurance prior to having an event on the UO campus.

# Planning your Wedding Ceremony or Reception



*at the*

## University of Oregon

*University Scheduling & Event Services*

Erb Memorial Union  
Main Level - East Concourse  
1222 E. 13th Avenue  
Eugene, OR 97403-1228

Phone: 541-346-6000  
Fax: 541-346-6071

email: [uosched@uoregon.edu](mailto:uosched@uoregon.edu)  
<http://uoscheduling.uoregon.edu>  
Hours: Monday-Friday 8am-5pm

Please contact UO Scheduling & Event Services for more information