

McLean Park and House
Facility Use Agreement

Application process

To reserve space for a private event, three items are needed: a signed facility use agreement (this document), a completed and signed facility use application, and your fee payment.

Any person at least 21 years of age, or any organized group may apply. Reservations are not guaranteed until the manager has received and approved a completed application packet and all fees have been paid in full.

The application packet is available at McLeanhouse.org/events/application, and by mail or in person (by appointment). Please call (503)-655-4268, or email info@mcleanhouse.org.

Hours of operation

McLean Park is open 7 days a week, from 7 am to 10 pm
McLean House is open by appointment only

Alcohol

Wine, champagne, and bottled or canned beer may be served at your event. You are responsible for understanding and complying with all laws regulating alcohol service and consumption. Alcohol may not be sold. You may not serve alcohol to any person under age 21 or to any person who is visibly intoxicated. For a complete set of regulations, contact the Oregon Liquor Control Commission
Phone: (503) 872-5000.

Restrictions

Children must be supervised at all times
No smoking inside the house
No dancing inside the house
No red punch inside the house
Do not move the piano
No fires in the fireplaces
Client agrees to enforce appropriate behavior of their guests
On-site staff reserve the right to expel individuals for unsafe or inappropriate behavior

Equipment

If your event calls for specialized equipment, please describe fully on the application and consult with the manager. Bouncy houses and other recreational equipment associated with a higher risk of injury are strictly prohibited.

Tents and canopies are allowed on the concrete pad, and must be approved in advance.

We strongly recommend you contract with a professional catering service for specialized equipment.

Music entertainment

Music and other forms of amplified sound must be kept to a reasonable volume. McLean Park and House staff will regulate. Client agrees to turn down the volume if asked to do so by on-site staff.

Equipment and utensils provided for use during your event

Tables & chairs:

10 oblong tables 30"x72" indoor/outdoor
11 square tables 37" indoor/outdoor
55 folding chairs – indoor use only
100 white wedding chairs (\$2 each rental indoor/outdoor)
55 gold plastic folding chairs – outdoor

Dishware:

china service for 100 – indoor only
white stoneware dishes for 100 – indoor / outdoor
flatware for 100
3 punch bowls and cups for 100
variety of serving dishes and serving flatware

Appliances:

50 cup coffee urn
microwave oven
2 refrigerator/freezers

Tear-down at end of event

Return tables and chairs to their storage areas. Carts are provided. Need help? You can contract with McLean house to put tables and chairs away for you. See application form (tear-down services).

Remove all personal items from house, refrigerators, and grounds.
Remove garlands and other decorations.
Remove signs you've placed in the neighborhood.
Notify on-site staff of any damages.

Clean-up at end of event

Walk through the property with on-site staff after all cleanup is complete.

Cancellation policy

Weddings are often booked a year in advance at McLean House and similar wedding venues. Last minute changes are difficult and costly. In recognition that a re-rental on short notice often isn't possible, we enforce a strict cancellation policy, as follows:

If you cancel your event **more than six months** in advance of the booked date, you will be charged a \$25 administrative fee. The balance of the rental fee and security deposits will be refunded to you.

If you cancel your event **between three and six months** in advance of the booked date we will return 75% of the rental fees, plus all of your security deposit.

If you cancel your event **between one and three months** in advance of the booked date we will return 50% of the rental fees, plus all of your security deposit.

If you cancel your event **30 days or less** in advance of the booked date you will not receive any rental fee refund, but you will receive all of your security deposit.

Personal property

The McLean Park and House and its representatives assume no responsibility for any property placed in the house or on the premises. After 30 days any property left behind is deemed abandoned and will be discarded / donated.

Security deposit refund process

At the end of your event the on-site staff will walk through the house with you to determine if all equipment and utensils have been properly cleaned and stored and to assess any damage. A check will be mailed for your total deposit, minus any charges for damages. You can expect your refund in 30 days.

Insurance

You must provide proof of Comprehensive General Liability Insurance covering the day of the event, naming the City of West Linn and the Friends of McLean Park and House as 'additional insured'.

The coverage must be for at least \$1,000,000. If alcohol is served, the insurance must include coverage for "Liquor Liability".

You must present proof of insurance at least 30 days prior to the date of your event. Your insurance agent will know how to prepare a certificate of insurance.

Release and waiver of liability

I agree to hold harmless and indemnify the City of West Linn and the Friends of McLean Park and House, and their officers, agents and employees for all claims arising from the use of the facilities.

Signatures

I understand and agree to all terms and conditions of this Facility Use Agreement.

Client

date

McLean Park & House staff

date