

**McLean Park and House**

**Facility Use Application**

5350 River Street, West Linn, Oregon 97068

Phone (503) 655-4268 Email: [info@mcleanhouse.org](mailto:info@mcleanhouse.org)

<b>APPLICANT INFORMATION</b>			
Applicant / responsible party			
Organization type <input type="checkbox"/> Individual <input type="checkbox"/> business <input type="checkbox"/> non-profit / government / civic group			
Primary contact			
Street Address		City, state, zip	
Phone	Cellular	Email	
Would you like to be on our e-news mailing list?			
<b>EVENT INFORMATION</b>			
Date		Day of week (circle one) M T W T F S S	
Start time (including setup) am / pm		Ending time (including cleanup) am / pm	
Type of Event		Estimated attendance	
Approvals requested for: <input type="checkbox"/> Alcohol <input type="checkbox"/> Amplified music <input type="checkbox"/> special equipment (specify)			
<b>WEEKEND EVENTS (FRIDAY – SUNDAY)</b>			
<b>Facility Use, May-September</b>			
Friday or Sunday	\$ 950 (8 hours) / \$ 475 minimum		
Saturday	\$ 1,200 (8 hours) full day only		
<b>Facility Use, October-April</b>			
Friday or Sunday	\$ 750 (8 hours) / \$375 minimum		
Saturday	\$ 950 (8 hours) full day only		
<b>Optional Services</b>			
White folding outdoor chairs	\$2 rental, each – 100 available		
Set-up service	\$125		
Tear-down service	\$125		
<b>Mandatory charges</b>			
Refundable security deposit	\$250		
Alcohol fee (if served)	\$60		
Cleaning (service provided)	\$150		
Active military duty discount 30% (applies to rental fees)		<b>GRAND TOTAL</b>	\$
<b>MID-WEEK EVENTS (MONDAY – THURSDAY)</b>			
Non-profit and civic groups	\$43 / hour		
West Linn residents	\$60 / hour		
Non residents	\$85 / hour		
Refundable security deposit	\$100		
Alcohol fee (if provided)	\$60		
Cleaning (service provided)	\$75		
		<b>GRAND TOTAL</b>	\$
<b>APPLICANT SIGNATURE</b>			
I agree to follow all conditions of use described in the attached Facility Use Agreement.			
Name	Signature	Date	
<b>Manager use only</b>		<b>Accounting use only</b>	
Application received			
Paid in full			