



5350 River St.
West Linn, OR 97068

503.847.1542
info@mcleanhouse.org

2017 Facility Use Application

APPLICANT INFORMATION							
Name:							
Organization Type: <input type="checkbox"/> individual <input type="checkbox"/> business <input type="checkbox"/> non-profit/government group							
Street Address:							
City/State/Zip							
Phone:				Email:			
EVENT INFORMATION							
Date:				Day of the Week: M T W TH F S (closed Sunday)			
Start Time: am/pm				End Time: am/pm			
Type of Event:				Est. Attendance:			
Approvals requested for:							
<input type="checkbox"/> Alcohol (beer, wine, champagne only) \$75.00							
<input type="checkbox"/> Amplified Sound (Please see Sound Policy Agreement)							
RENTAL FEES							
MAY – SEPTEMBER (with tent)				OCTOBER – APRIL (without tent)			
Maximum Attendees: 100				Maximum Attendees: 60			
Day	Minimum Hours	Rental Fee	Additional Hours	Day	Minimum Hours	Rental Fee	Additional Hours
Friday	4	\$1500	\$375	Friday	4	\$800	\$200
Saturday	8	\$3000	\$375	Saturday	4	\$800	\$200
Mon-Thurs 1 – 30	3	\$125	\$25	Mon-Thurs 1-20	3	\$125	\$25
Mon-Thurs 31 - 60	3	\$550	\$150	Mon-Thurs 21-40	3	\$250	\$50
Mon-Thurs 61 - 100	4	\$1450	\$300	Mon-Thurs 41-60	3	\$600	\$150

Refundable Security Deposit 1 – 20 attendees \$100
 Refundable Security Deposit 21 – 100 attendees \$250

The security deposit and half of the total rental amount are due at the time of booking. The remaining fees are due 90 days prior to your event. If your event date is less than 90 days out, all fees are due at the time of booking.

Rental Fee:	\$ _____
Additional Hours: # ___ @ \$ _____ =	\$ _____
Alcohol Fee:	\$ _____
Refundable Security Deposit:	\$ _____
Total Due:	\$ _____

Signature:	Date:
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