

Facility Use Agreement

Application process

To reserve McLean Park and House 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 necessary fees have been paid in full.

The application packet is available at McLeanhouse.org/events/application, 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, during daylight hours, unless reserved for an event.

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, visit 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 by their guests including noise restrictions

On-site staff reserve the right to expel individuals, or end the event, for safety concerns, inappropriate behavior or continued violation of the noise/music policy.

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.

A 30' x 60' tent is provided on the concrete pad, and all other tents or canopies must be approved in advance.

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

Outdoor heaters are permitted on the park grounds. Heaters may be used inside the tent, but must be approved for use

in an enclosed space and located so as to not be in close proximity to the canopy.

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. Speakers placed outside must be directed toward the river/bridge. All events involving amplified sound require a **signed & dated Amplification/Music Agreement to be on file prior to the event**. Failure to comply will be grounds to end the event.

Equipment and utensils provided for use during your event

Tables & chairs

10 - 6' banquet tables
10 - 30" square tables
12 - 5' round tables
55 folding chairs – indoor use only
100 white wedding chairs – indoor or outdoor

Dishware:

china service for 65 – indoor only
white stoneware dishes for 100 – indoor / outdoor
flatware for 100
variety of serving dishes and serving flatware

Appliances:

50 cup coffee urn
microwave oven
2 refrigerator/freezers

Highly recommend a cater service if other equipment is needed.

Clean –up at end of event

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.

Cancellation policy

Events are often booked a year in advance at McLean House. 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 25% of the total rental fees. The balance of the fees and security deposit will be refunded to you.

If you cancel your event **between three and six months** in advance of the booked date you will be charged 50% of the total rental fees. The balance of the fees and security deposit will be refunded to you.

