



## 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 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 by mail, email or in person (by appointment). Please call 503.847.1542, or email [info@mcleanhouse.org](mailto: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, May – September only. 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 turn off the sound and/or 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  
Linens (tablecloths & napkins), black

#### Dishware:

china service for 60 – indoor only  
white stoneware dishes for 100 – indoor / outdoor  
flatware for 100  
glassware (water, wine & champagne) for 100  
assorted serving dishes, serving flatware and décor items

#### Appliances:

50 cup coffee urn  
microwave oven,  
electric range with oven  
2 refrigerator/freezers

### 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.

If you cancel your event **between one and three months** in advance of the booked date you will be charged 75% of the rental fees. The balance of the fees and security deposit will be refunded to you.

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

Deposits will be returned within 30 days of your event, less charges for any of the following items:

- Damage to property, content or equipment
- Hours in excess of those on application
- Equipment/Set-up in excess of those agreed upon at time of application

### 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.

### Signature

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

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Client

Date

\_\_\_\_\_

Name (Please Print)