5350 River St.
West Linn, OR 97068

503.847.1542
info@mcleanhouse.org

2018 Facility Use Application

APPLICANT INFORMATION	
Name:	
Organization Type: □ individual □ business □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: □ Alcohol (beer, wine, champagne only) $75.00 □ Amplified Sound (Please see Sound Policy Agreement)	

RENTAL FEES

MAY – SEPTEMBER (with tent) Maximum Attendees: 100				OCTOBER – APRIL (without tent) Maximum Attendees: 60			
Day	Minimum Hours	Rental Fee	Additional Hours	Day	Minimum Hours	Rental Fee	Additional Hours
Friday	4	$1575	$400	Friday	4	$840	$210
Saturday	8	$3150	$400	Saturday	4	$840	$210
Mon-Thurs 1 – 30	3	$130	$30	Mon-Thurs 1-20	3	$130	$30
Mon-Thurs 31 - 60	3	$575	$160	Mon-Thurs 21-40	3	$265	$55
Mon-Thurs 61 - 100	4	$1525	$320	Mon-Thurs 41-60	3	$630	$160

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: