



Metzger Park Hall Reservation Form

*Mailing Address: 169 N First Ave., MS #42 • Hillsboro, OR 97124
Business Phone: 503-846-8715*

*Park Address: 8400 SW Hemlock • Portland, OR 97223
Site Phone : 503-246-0998
Cell Phone : 503-708-6765*

Contact Person _____

Daytime Phone _____ Evening _____ Cell _____

*Email address _____

CLEANING DEPOSIT WILL BE RETURNED TO

Name _____

Address _____

City/State/Zip _____

Date Requested _____

Arrival Time _____ Departure Time _____ Total Hours _____

(This includes set up and clean up time)

Type of activity Wedding Reception Private Party Meeting

Other _____

Estimated number in attendance _____ Will food be served ? Yes No

Person responsible for party (Must remain until all guests have departed)

_____ Cell _____

Will there be music ? (No music outside) Yes No What type ? _____

Name of Organization (If Applies) _____

Group Classification Private Business Non-Profit Other _____

Will Alcoholic Beverages be served ? (No hard alcohol or kegs allowed) Yes No

Will there be entertainment ? Yes No What type ? _____

Is this a Fund Raising activity ? Yes No If so for what purpose ? _____

How did you hear about Metzger Park ? _____

Event Rental : Weddings, Receptions, Memorials, Anniversaries, Birthday Parties, All Other Parties and Events (three hour minimum)

Meeting Rental : Business, Informational, Educational or Other Similar Meetings (three hour minimum)

Enter Charge According to Rate Schedule

Specific Areas to Be Used

Weekdays

Building Rental _____ Hours x \$70.00 Rate \$ _____
3-7 hrs

Extra Hours _____ Hours x \$85.00 Rate \$ _____
8+ hrs

Large Room _____

Meeting Room _____

Weekends (Saturday & Sunday) and Holidays

Building Rental _____ Hours x \$90.00 Rate \$ _____
3-7 hrs

Extra Hours _____ Hours x \$95.00 Rate \$ _____
8+ hrs

Kitchen _____

Park Grounds _____

Cleaning/Security Deposit \$ 200.00

Total Fees : \$ _____

Checks payable to : Washington County

For Office Use Only

CK Received : _____ Check # _____

Reservation Fee : \$ _____

Cleaning Deposit : \$ _____

Confirmation Letter Sent : _____

Customer # _____

Receipt #: _____ Batch # _____

Invoice # _____

Liability :

All persons and/or groups to whom a use permit has been granted agree to hold Washington County and any Division or Department thereof, Metzger Park L.I.D., Board Members and Metzger Park Manager, harmless from any and all liability for injury to persons or property as a result of the activity with the execution of the Metzger Park Hall Reservation Form.

Each group shall be fully responsible for the physical condition in which they leave the facility and grounds. The expenses resulting from any damage or undue maintenance shall be charged to the user group. **Failure to meet this obligation within 30 days of billing will be cause for the cancellation of future privileges and could result in possible legal action.**

I have read and agree to comply with all rules, regulations, policies and fee schedules as set forth by the Metzger Park Hall Use Rules and Regulations. I further attest that I am 21 years of age or older and will be **personally responsible** for the conduct of the persons in and about the building and for any damage beyond the normal wear which may occur to the building or immediate grounds and for replacement of stolen equipment.

I hereby certify that I will be responsible for maintaining noise and music levels from the premises at a reasonable level considering the time of day and neighborhood setting.

Any breach of this contract is cause for instant termination of contract.

Signature _____ Date _____

Approved by _____ Date _____

For Metzger Park L.I.D. Board and Washington County Commissioners

REV 12/09



Use Policies, Rules and Regulations

1. Applicants must be 21 years of age or older.
2. Applicants must submit **full fees and deposits** with Reservation Form for date to be confirmed.
3. Park Staff and Washington County Commissioners reserve the right to disapprove any applications.
4. All renters are responsible for set up and clean up.
 - ❖ **Note: total time of booking includes set up and clean up.**
5. Smoking is not permitted in the building.

Since Metzger Park Hall is in the middle of a residential neighborhood, we want to be a good neighbor and ask renters to respect the following rules:

6. **Limited alcoholic beverages** are permitted. Can or bottle beer, wine or champagne only. No hard alcohol or beer kegs allowed.
7. No throwing of **rice, bird seed or confetti**. **Bubbles** may be used outside only.
8. Building must be clean and empty by 11 p.m. Monday-Thursday and Midnight Friday-Sunday.
9. **Music volume must be controlled at all times.**
 - ❖ **Music must end at 11:00 p.m.** The renter is responsible for maintaining music volume; failure to do so will result in termination of the music. **No music outside.**

As a public agency, we are prohibited from recommending caterers, musicians, photographers, etc. Please use alternate resources to find vendors for your event.

Cancellation Fees

Cancellation Fee With 30 Days Advance Notice \$55
Cancellation Fee Without 30 Days Advance Notice \$120

METZGER PARK

SET UP GUIDELINES

Tables and Chairs:

- Located in the Storage Closet in the Small Room.
- 15 six feet folding rectangular tables available. (May be used on patio).
- 125 folding chairs available. (May be used outside if needed).
- Do not drag or slide tables across the floors. It chips the wax surfaces.
- No fog machines allowed.

Decorations:

- Do not use staples, nails or tacks in wood surfaces. (ok to use push pins on wood lattice).
- Do not attach anything to painted surfaces.
- Candles are permitted, if kept away from flammable materials.
- Loose sparkles, sequins or confetti is not permitted for decorating.
- Alcohol or food set ups are not allowed at or behind the entryway counter.
- Bubbles may be used outside only.

Available for Use:

- A piano
- Tables & Chairs (see above)
- 100 cup coffee pot (filters not needed)
- 3 large trash cans

We do not have:

Dishes, silverware, serving spoons, dish towels, dish soap, extension cords, tablecloths, tape, scissors, or anything else not listed above.

CLEAN UP REQUIREMENTS

- Wash all tabletops.
- Fold and return tables to storage closet. (do not slide or drop sides against floor)
- Stack chairs in storage area. (place 2 tops one way & 2 reversed, to level the stack)
- Remove all decorations, including any tape.
- Wash kitchen counters, refrigerator, stove, coffeepot and sink.
- Place all trash in the dumpster outside large room.
- Sweep all floors, including hall and bathrooms.
- Remove all items brought onto premises. (Including rented equipment).
- Pick up any debris on grounds and in the parking lot.

Check list must be completed to receive cleaning refund.

12/07