



Washington County Parks
Metzger Park - Patricia D Whiting Hall
 Reservation Application

<u>For Office Use Only</u>	
Payment Date:	_____
Check # _____	CC: _____
Reservation Fee: \$	_____
Cleaning Deposit: \$	_____
Confirmation Letter Sent:	_____
Customer #:	_____
Receipt #:	_____
Batch #:	_____
Invoice #:	_____
GBOK #:	_____

Contact Name: _____
 Daytime Phone: _____ Evening Phone: _____
 Email Address: _____

Cleaning Deposit will be returned to:

Name: _____
 Address: _____
 Phone Number: _____

Date Requested: _____

Arrival Time: _____ am/pm Departure Time: _____ am/pm Total Hours: _____
 (Include set up and clean up time) (Minimum of 4 hours)

Number of People attending Event: _____ (max. capacity 200 people)

Type of Event:

Wedding/Ceremony	_____	Private Party	_____
Reception	_____	Meeting	_____
Other	_____		

Please fax copy of contact's Driver License to (503) 359-0223

Will there be music at the event? YES: NO:

Application questions call **503-359-5732** (Monday-Friday 8am-5pm)

Park Address: 8400 SW Hemlock
 Portland, OR 97223

Mailing Address: Washington County Parks Services
 50250 SW Scoggins Valley Road
 Gaston, OR 97119

Credit Cards accepted - VISA, Discover, and Master Card
Send application via:

Fax to 503-359-0223 or E-mail to Hagglake@co.washington.or.us
Once the application is received Facilities & Parks will call to get your credit card information.

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

(R): Refundable; subject to costs incurred due to excessive cleanup costs, if the number of people in group exceeds stated number of persons in group on application, or property damage.

**Please do not block private driveways
when parking on roadways**

**Alcohol is not allowed in the Patricia
D. Whiting Hall at Metzger Park**

