



Washington County Parks

# Metzger Park - Patricia D Whiting Hall

Reservation Application

<b>For Office Use Only</b>	
Payment Date:	_____
Check # _____ CC:	_____
Reservation Fee: \$	_____
(R) Cleaning Deposit: \$	_____
Total: \$	_____
Confirmation Letter Sent:	_____
GBOK #:	_____

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Cleaning Deposit will be returned to:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Requested: _____	Hall available from 8 AM to 11 PM
Arrival Time: _____ am/pm	Departure Time: _____ am/pm
Total Hours: _____	

**Number of people attending event:** \_\_\_\_\_ (max. capacity 175 people)

**Description of event:** \_\_\_\_\_

(Wedding/Ceremony, Reception, Private Party, Meeting, etc.)

**Please include copy of contact's Driver's License or Identification Card (front/back)**

**Please Note:**

- No alcohol allowed in Patricia D Whiting Hall
- No Mylar or helium balloons allowed in hall
- No bouncy houses, dunk tanks, water balloons, confetti or glitter allowed in park
  - Please do not block private driveways when parking in roadways
- No fireworks

Credit Cards accepted - VISA, Discover, and Master Card

**Send application via:**

**Fax to 503-359-0223 or E-mail to [parks@co.washington.or.us](mailto:parks@co.washington.or.us)**

Once the application is received Facilities & Parks will call to get your credit card information.

**Park Address:** 8400 SW Hemlock  
Portland, OR 97223

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

For further information, please call **503-846-7000** (Monday - Friday 8 a.m. – 5 p.m.)

**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.