

Meadowbrook Farm Facility Rental Information



Contact Information

Location: 1711 Boalch Ave NE, North Bend, WA 98045

Mailing: PO Box 346, North Bend, WA 98045

Phone: 425-831-1900 (Si View Parks)

Facility Reservations: Travis James

Email: Info@siviewpark.org

Meadowbrook Hours

Mon-Thu: 7am-10pm

Fri: 7am-Midnight

Sat: 8am-Midnight

Sun: 8am-10pm

Introduction



Meadowbrook Farm is 460 acres of historic public open space on the Snoqualmie Valley floor, located within the cities of Snoqualmie and North Bend. The birthplace of the Snoqualmie tribe, this site was maintained for thousands of years by the Snoqualmies as a hunting and food-growing prairie. The land was acquired as jointly owned public open space by the cities of Snoqualmie and North Bend in

1996 for wildlife habitat, historic and cultural interpretation, ongoing agriculture, and public recreation.

Si View Metropolitan Park District (SVMPPD) manages the land and coordinates facility and field use rentals of Meadowbrook Farm through an interlocal agreement with the cities of North Bend and Snoqualmie.

Tours

Contact us for a personal tour of the facility:
Travis James info@siviewpark.org.

Virtual Tour

Take advantage of an online tour! View the interpretive center and surrounding farm now! www.siviewpark.org>rentals tab>Meadowbrook Farm Park> “Take our Virtual Tour” icon



Reservation Process

1. Meadowbrook Farm Availability: www.siviewpark.org>rentals tab> Meadowbrook Farm Park> “Online Reservation Request”
2. Once a date is selected, complete the facility request form: www.siviewpark.org>rentals tab>Meadowbrook Farm Park> “Facility Request Form”
3. Si View will respond with any applicable questions and prepare a facility agreement.
4. Review, sign, and return the agreement to info@siviewpark.org

When is my date confirmed?

Your date is confirmed once Si View receives a signed facility agreement and applicable deposit.

When is the deposit and balance due (payment plan)?

The deposit is due once the facility agreement has been signed. The remaining balance is due no later than two weeks prior to the date of your rental. The balance can be paid at any time between the deposit date and two weeks prior to your rental date.

Is the damage deposit refundable?

As long as all rules are followed, no damage occurs and the event ends on time, the renter will receive their full deposit back within 2-4 weeks in the same form it was originally paid.

What is your cancellation policy?

- 61 days or more notice: \$25/space reserved or 50% of the total hourly rental fee, whichever amount is less.
- 15 to 60 days notice: \$25/space reserved or 50% of the total hourly rental fee, whichever amount is more.
- 14 days or less notice: No refund.

Can I edit my agreement?

It is possible to edit your agreement after initially securing the space. Services can be added given equipment, facility and staff availability. Si View will provide an updated facility agreement that will need to be signed immediately. Any charges will be added or subtracted from the existing invoice. Event hours can be changed, depending on availability. Reduction of hours will not be refunded if requested with less than 2-weeks notice.

Special Requests

For special accommodation rentals (overnight rentals, camping, drone use, etc.) please contact info@siviewpark.org for additional information.

What space is included in my rental?

Reserving the Interpretive Center (building) gives the renter access to the full building and immediate grass areas surrounding the building. See page 7 for reference.

Can I rent Meadowbrook Field?

The Meadowbrook Field can be reserved for an additional fee when the Interpretive Center is rented. Groups over 75 are required to reserve the field. Parking on the field is OK with field reservation. See page 7 for reference.

What is the capacity of Meadowbrook Farm?

The Interpretive Center has a capacity of 125 people.

Are tables and chairs included in my rental?

Tables and chairs are included with your rental. Linens are not provided.

- 125 chairs
- 13 five ft round tables
- 12 six ft rectangle tables (2 1/2 ft wide)
- 4 eight ft rectangle tables (2 1/2 ft wide)



Will there be staff onsite during my rental?

At least one Si View Parks staff will be onsite from before your rental time until after the rental is complete. Groups of 125 and over require an additional staff for an additional hourly fee during use. Onsite staff are a resource for questions, building maintenance, and monitoring extra services that have been purchased. Staff should not be used to personally assist the renter (i.e., decorate, pass information, do exterior setup, etc.)

Can I come early to setup? Can I stay later than my rental time? How should I handle deliveries?

- **Early Entrance:** Renters are not permitted to enter the building early. Renters will be allowed entrance at the agreement start time.
- **Staying Late:** Renters must have all belongings cleared, and clean up complete, if necessary, by the agreement end time. If a group goes over their scheduled time an additional fee will be charged to the renter at double the hourly rental rate. This fee will be deducted from the damage deposit.
- **Deliveries:** Items must be picked up and dropped off within rental hours. No items can be stored overnight. Staff cannot sign for deliveries.



Can I decorate the Interpretive Center? Can I have candles? Can I have sparklers?

- Decorations are allowed given the following: No materials can be stapled, screwed, nailed, pinned, or taped to any ceiling, walls, floors, columns, partitions, windows, lights, or furnishings inside or outside the building. Tabletop and free-standing decorations work great!
- Candle use is regulated by Eastside Fire and Rescue and ONLY floating candles are allowed.
- Sparklers, fireworks, smoke machines, fog machines or pyrotechnics of any kind are prohibited.

Clean-up

Purchase of the indoor clean-up package is required for groups of 50 or more, or if alcohol is consumed (regardless of guest count). Clean-up can be completed by the renter if no alcohol is consumed and guest count is 49 or less persons. Clean-up includes: clearing of trash and replacing with empty bag; sweeping and possibly mopping floor; wiping down tables, chairs, counter tops, and equipment used; placing tables, chairs, and equipment back in storage closet. For a complete list of requirements please contact info@siviewpark.org. If clean-up is done by the renter, tasks should be completed by the rental end time.

Parking

Parking is available in the interpretive center parking lot (18 spaces) and on the field along the sidewalk on the Meadowbrook Field. The field must be reserved if renters wish to have guests use field space for parking. See page 7 for reference.

Can I have tents at my event?

Yes, tents are allowed. No permit is required if the tent is less than 400sqft OR less than 700sqft with all sides open. Tents must remain at least 12ft from any building structure. Tents that do not meet the listed requirements are required to have an additional permit through the City of North Bend. It is the renter's responsibility to obtain this permit. Permits can be emailed to info@siviewpark.org.

Extra Services

Interior Set-up Package (and what if I don't purchase?)

The interior table and chair set up by Si View staff is available for an additional fee. If purchased, tables and chairs will be set up according to the customer's layout prior to the rental start time. Renters can expect to enter the space at the start time with these items in place. The set-up package is only available indoors.

If the set-up package is not purchased, renters can expect to enter a clean, empty space and begin setting up tables and chairs at the rental start time. Renters are not allowed into the building prior to the rental start time to begin this task.

The set-up package must be added to your rental a minimum of one month before the event and is available only if the room is available prior to your scheduled start time. The set-up package includes set-up of MEADOWBROOK owned tables/chairs only. No decorating or set-up of rented tables/chairs is included. Exterior set up is the responsibility of the renter. The set-up package also does not include the moving of tables/ chairs throughout the rental. See floorplan on page 8 for reference.

Clean-up Package (and what if I don't purchase?)

The indoor clean-up package can be purchased for an additional fee. Purchase is required for groups of 50 or more, or if alcohol is consumed (regardless of guest count). If purchased, renters are required to clear the building of all belongings, decorations, and guests by the end rental time. Si View staff will then handle clean-up responsibilities.

If the clean-up package is not purchased, renters are required to clear the building of all belongings, decorations, guests, and handle clean up responsibilities (clearing of trash and replacing with empty bag; sweeping, and possibly mopping, floor; wiping down tables, chairs, counter tops, and equipment used; placing tables, chairs, and equipment back in storage closet) by the end rental time.

The clean-up package must be added on at least one month prior to the event if not included in the original agreement. For a rental to be eligible for the cleanup package their event must end no later than 11pm.

Please note the cleanup package only includes cleaning of the INSIDE interpretive center. All equipment set up outside must be returned inside and any garbage cleaned up by the renter.

Music & Audio/Visual Package

The A/V package is available for an additional fee and includes use of the stereo system and/or projector. The stereo system is compatible with usb cord, Bluetooth, and has AM/FM radio. You are welcome to bring your own speaker/stereo system and/or DJ. City ordinance requires that all amplified music must end by 10pm. This site does not have Wi-Fi.

Arbor



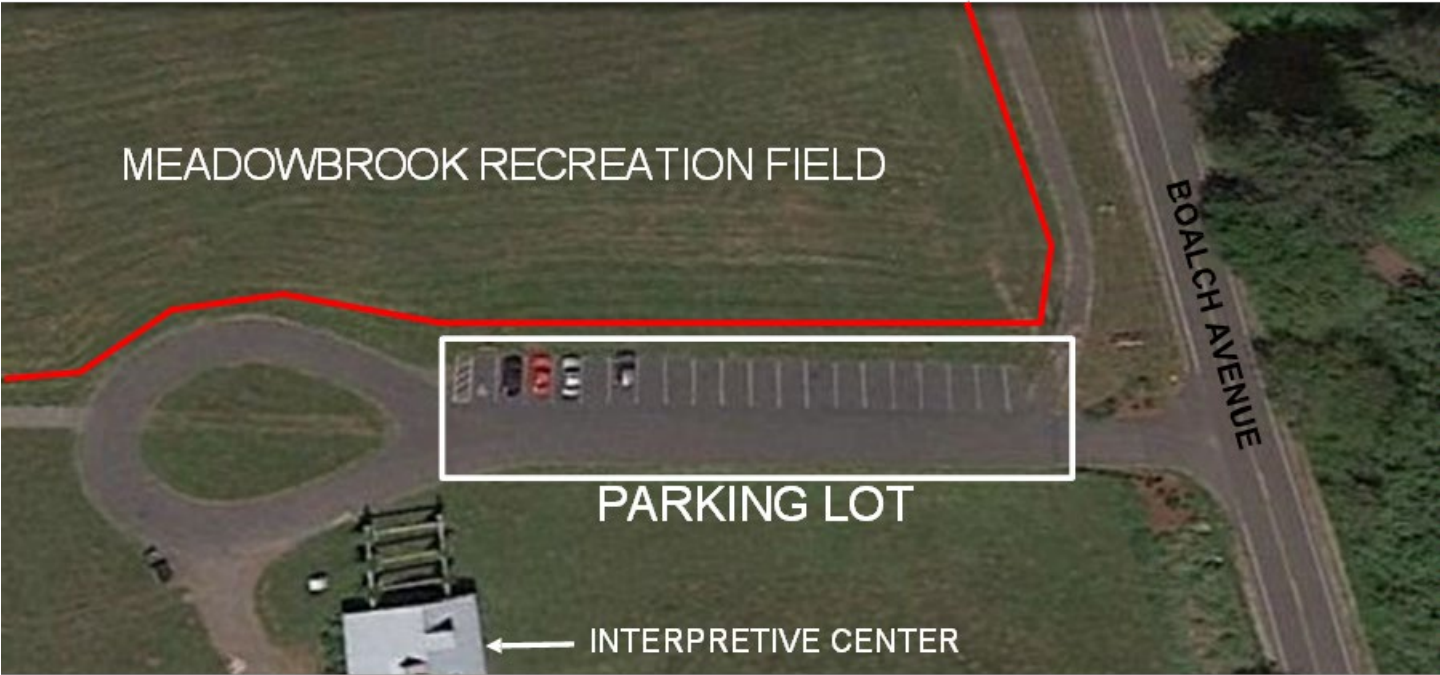
We have one arbor available for an additional fee.

Fire Pit

The fire pit is available for an additional fee. Renters are expected to bring their own firewood and lighter. If fire is permitted through a Si View reservation, a burn permit from Eastside Fire & Rescue is required. Burn permits are of no cost and can be obtained here from the Eastside Fire and Rescue website. It is the renter's responsibility to obtain this permit. Once a permit is obtained, please email to info@siviewpark.org



Meadowbrook Farm Parking



MEADOWBROOK FARM



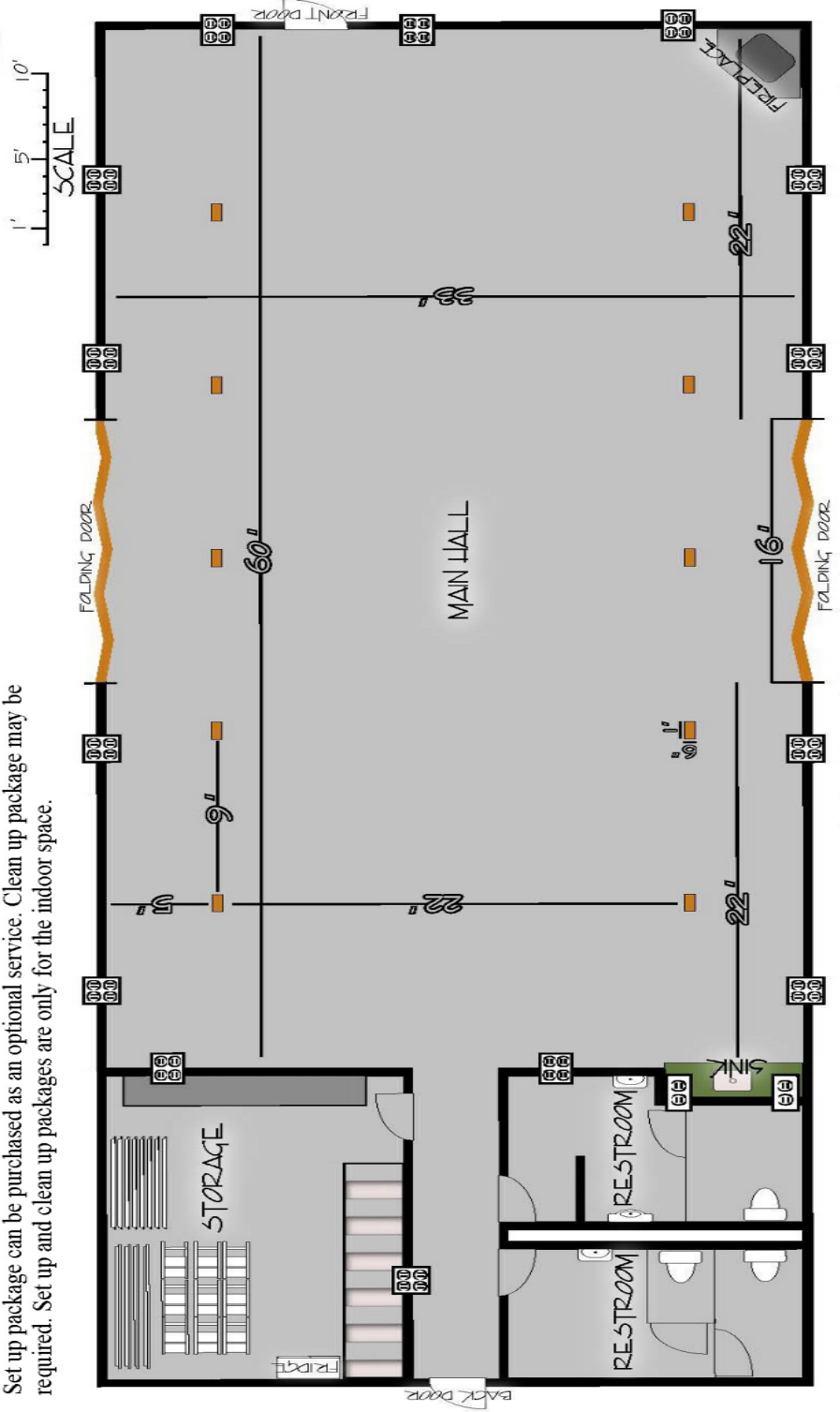
Planning your event at Meadowbrook Farm Interpretive Center

This venue offers an open floorplan. There are five beams that are hung at 11 feet that you may use to hang decorations.

Access to the following equipment is included for use indoors or outdoors:

- 125 White folding chairs
- 16 Five ft round tables
- 12 Six foot rectangle tables (2 1/2' wide)
- 4 Eight foot rectangle tables (2 1/2' wide)

Set up package can be purchased as an optional service. Clean up package may be required. Set up and clean up packages are only for the indoor space.



425-831-1900

meadowbrookrentals@siviewpark.org

www.siviewpark.org

Alcohol Use

Fee:

- A \$250 deposit is required with alcohol use and is due with the initial deposit. The alcohol fee for groups of 99 or less is \$50.
- The alcohol fee for groups of 100 or more is \$100. Alcohol fees are included in the rental agreement.

Required Documentation

- An Alcohol Beverage Request Form (ABRF) is required before alcohol use is permitted. This should be filled out and submitted to info@siviewpark.org.
- A Banquet Permit from the Washington State Liquor and Cannabis Board is required and must be displayed during your event. The permit can be submitted to info@siviewpark.org. Banquet permit: <https://lcb.wa.gov/licensing/online-banquet-permit>
- All events serving alcohol are required to provide event insurance. This is done through a third party and once obtained, should be submitted to info@siviewpark.org.
- When purchasing insurance, renter must provide an additional insured certificate to:
 - Si View Metro Parks
 - City of North Bend
 - City of Snoqualmie
- Insurance is required for the day and rental hours of the event in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate and must include Liquor Liability.
- Groups interested at selling alcohol at their event must apply for a Special Occasion License from the Washington State Liquor and Cannabis Board and follow all required rules/regulations. This can be submitted to info@siviewpark.org

Rules

Alcohol service must end one hour before your scheduled rental ending time. Field events are not allowed to serve alcohol without a fully enclosed beer garden.

What type of alcohol is allowed?

Beer, cider, wine, and champagne are permitted. Hard alcohol is not permitted.

Kegs

Please contact info@siviewpark.org to request keg use.