



Rental Application Packet Meadowbrook Farm

1711 Boalch Ave North Bend WA 98045

2015

Si View Metropolitan Park District
400 SE Orchard Drive
PO Box 346
North Bend, WA 98045
Phone: 425-831-1900
Fax: 425-831-1442
www.siviewpark.org

Dear Rental Applicant:

Welcome to Si View Metro Parks! Enclosed is the Si View Metro Parks Rental Application for Meadowbrook Farm and Interpretive Center. Please complete the application form, sign and date. We cannot process an application without a date and applicant signature. Meadowbrook Interpretive Center is a great location for all types of events including birthday parties, family reunions, weddings and memorials. The maximum capacity in the interpretive center is 125, seated around tables and chairs is more comfortable at 75-90 guests. Summer events can accommodate large rentals though it would have to be an inside/outside event and a tent rental is suggested. (Tent rentals are not available through Si View Metro Parks.)

Submit the application to: Si View Metro Parks, Attn: Facility Coordinator, P.O. Box 346, North Bend, WA 98045. (jfischer@siviewpark.org)

Pages needed:

Reservation Request: pg 7-10

Alcohol Beverage Request Form: pg 11-12

Non-Profit Fee Waiver Form: pg 13-14

After initial review of the application, you will be notified of preliminary acceptance and provided with what fees may be applicable.

Please allow 30 business days for the complete processing of your application.

Thank you for your interest in renting with Si View Metropolitan Park District. We look forward to working with you to ensure the success of your event. In the meantime, if you have any questions, please contact Si View MPD at 425.831.1900.

Sincerely,

Si View MPD Staff

General Rental Information for Meadowbrook Farm

RESERVATION PROCEDURES

Reservations are accepted Monday through Friday, 9am to 5pm at the District Office. You may call 425-831-1900 to confirm room availability; however, contracts must be completed in person. Reservations are secured once a Rental Agreement contract has been completed and approved and the full deposit fees paid. Rental fees are due two weeks prior to the reservation. Failure to pay the Rental Fees two weeks prior to the reservation could result in cancellation of the reservation. Please see our cancellation policy below. Reservations are accepted on a first come first served basis.

Please see the RENTAL AND DEPOSIT FEES for a current fee schedule, fees listed in this application are subject to change. Please visit our website www.siviewpark.org for our most current fee schedule.

Reservations must be made at least seven (7) days in advance for rentals scheduled during regular business hours and fourteen (14) days in advance for rentals scheduled during non-business hours.

Rentals wishing to serve alcohol must be scheduled at least thirty (30) days in advance. Facility is reserved by the whole hour only. Weekend rentals for Meadowbrook Farm require a five hour (5) minimum rental. District programs and Meadowbrook Farm Interpretive programs take precedence over private rentals. Facilities may be closed for some holidays.

EQUIPMENT

The District provides a limited amount of equipment for use during rental events. Rental groups should consult with District staff prior to booking their event for a list of available equipment. Rental groups may elect to bring in additional equipment for their event. Rental equipment is subject to approval by the District. Rental equipment must be dropped off and picked up during your scheduled rental times. District staff cannot sign for rental equipment. Please see facility floor plan for list of all available tables/chairs. Music is allowed until 10:00PM.

ALCOHOL RULES

Times alcohol may be served (Alcohol consumption must end 1 hour prior to end of rental):

Meadowbrook Farm: Friday 6:00pm-11:00pm; Saturday 3:00pm-11:00pm and
Sunday 1:00pm-8:00pm.

Alcohol may not be served when District programs are operating in adjacent rooms and/or other areas of any facility. Alcohol is not allowed in the hallways, restrooms, lobby areas and field areas or the parking lot of the Meadowbrook Interpretive Center. The ALCOHOL BEVERAGE REQUEST FORM (ABRF) must be completed and approved by the Executive Director. ***If alcohol will be present, a Washington State Banquet Permit is to be obtained and displayed in the room during your event and host liquor liability must also be added to your event insurance policy.*** A copy of the permit must be submitted to the Si View Metropolitan Park District 7 days prior to your event. Additional Staff fee may be required at the Executive Director's decision for any rental consuming alcohol. Violation of the alcohol policies will result in forfeiture of the entire damage deposit. If selling alcohol a licensed bartender is required. Alcohol allowed onsite includes beer, wine and champagne.

POLICES AND PROCEDURES

All patrons must follow the policies and procedures.

1. Use of facilities, which do not provide lighting, ends at dusk.
2. Any event requiring additional parking or crowd control will be the responsibility of the Organization and will require a Special Event Permit through the City of North Bend and/or the City of Snoqualmie.
3. **Renters must submit a Certificate of Insurance with the Si View Metropolitan Park District, the City of North Bend, the City of Snoqualmie and Meadowbrook Farm Preservation Association listed as an additional insured prior to the event. General liability limits must be at least \$1,000,000.00. All events with alcohol must include liquor liability insurance as well.**
4. The Parks District **PROHIBITS** any cutting, removing or damaging any flower, tree, shrub or defacing/disturbing/destroying any building or property.
5. Permission from the Executive Director is required to operate a concession within a public park/ball field. A City Business License is also required.
6. Inflatable jump toys and other objects require prior approval by the Executive Director and are subject to increased fees. Insurance certificate from company is required.
7. It is unlawful to dispose of any refuse or litter in any park/ball field except in designated receptacles. It is also unlawful to deposit any refuse not generated in any public park/ball field.
8. In case of problems (vandalism, irrigation system, etc.), contact the Si View Metropolitan Park District at 425-831-1900 or 911 for the Police Department.

SPECIAL EVENT PERMIT

A Special Event Permit is required for any individual/organization that wishes to reserve a park facility for any event that restricts the public from vehicular use of a street or park space, any event that might effect normal operations for any City Department, any event that possesses any positive or negative impacts for local businesses or either city. **Special Event Permits require approval of the City of North Bend and City of Snoqualmie therefore should be submitted a minimum of 30 days prior to event. ANY PERMIT SUBMITTED LESS THAN 30 DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED.**

SECURITY

These numbers represent the minimum amount of off duty police officers required:

Group's serving/consuming alcohol:

300-750 attendees: at least one off duty police officer is required

750+ attendees: at least three off duty police officers are required

Group's not serving/consuming alcohol:

400-700 attendees: at least one off duty police officer

700+ attendees: at least two off duty police officers

I understand that the City of North Bend and the North Bend Police Chief have the final say in how many off duty police officers are required at my event and reserve the right to increase the number required due to significant risk factors. Alternative plan for security needs to pass through the City of North Bend and the City of Snoqualmie.

PARKING PLAN

Groups expecting over 350 attendees are required to develop a traffic plan that includes at least three people controlling traffic and must be approved by the City of North Bend and Si View Metropolitan Park District. The City of North Bend may require your event to hire a certified flagger to help with traffic control.

SANITATION

Groups larger than 250 attendees will be required to bring in additional sanitation. (1 port a potty for every 100 attendees over 250). Groups only renting the field will be required to bring in sanitation.

DECORATIONS

Only freestanding decorations are permitted. Items may not be affixed to the ceiling, doors, columns, walls, light fixtures or windows. Damage resulting from the use of tape or other adhesives will result in the loss of all or a portion of your damage deposit. The use of flammable materials is regulated by the Eastside Fire and Rescue and no fires are allowed without obtaining a special permit directly from Eastside Fire and Rescue. The only types of candles allowed are floating candles. The wick of the candle must be below the opening and trimmed to the height of ½ or less. Candles must be floating in the water. The following are prohibited: fog and smoke machines, rice, birdseed, confetti, glitter, dance wax.

GENERAL GUIDELINES

Delivery of items for a rental event must occur during the scheduled rental time. District staff will not sign for delivery items and early deliveries will not be accepted. All items not belonging to the Meadowbrook Farm Interpretive Center must be moved at the conclusion of the rental event. Rental groups are not allowed to store any items at any facility under any circumstances. Fireworks are not permitted on the grounds or in any facility. Residential, kettle-style or propane barbeques are allowed and restricted to the grass area only. Commercial-style or large pit barbeques are not allowed, except by permission of the Executive Director. It is the responsibility of the rental group to dispose of ashes and briquettes at a location other than the rented facility. Smoking is prohibited on all grounds and in all facilities.

CLEANING THE FACILITY

Rental groups are responsible for cleaning the rented rooms, including hallways and bathrooms. Please refer to the **Rental Clean-up Check List** for a detailed list of renter responsibilities. Staff is available to conduct a pre-event room inspection prior to the start of your rental to ensure cleanliness of the facility. Request this service during your check-in on the day of your event. Limited cleaning equipment will be made available to user groups. To ensure the return of the damage deposit, please have the staff person on duty complete a post-event inspection at the conclusion of the rental. ***Any cleaning and/or repairs that require staff time and materials will be deducted from the damage deposit and/or charged to the rental group. If a rental exceeds the time reserved, they will be charged for the additional time (at double the rental rate) and/or it may be deducted from the damage deposit. Failure to follow the Clean-up Checklist may result in forfeiture of the damage deposit, additional charges and could also result in denial of future rental usage.***

INTERPRETIVE CENTER RENTAL CLEANING PACKAGE

If you do not want to worry about cleaning up after your event, the rental cleaning package may be for you! To add on this package, rentals must end no later than 11pm and all personal items must be removed. Cleaning crew will then come in at the end of your rental and begin clean-up process. If clean-up crew cannot begin clean-up at the conclusion of your rental time additional rental time will be taken out of your deposit at a rate of double the normal rental rate. Renter is still responsible to bring anything inside that they brought outside and bring down any decoration that they put up.

(This add-on must be requested 30 days prior to your schedule rental)

Cleaning Rates: Meadowbrook Interpretive Center: \$175-+

CANCELLATION POLICY

Rental cancellations will result in a non-refundable cancellation fee of twenty five dollars (\$25.00) per reserved room or fifty percent (50%) of the rental fees, whichever is less, regardless of the amount of notice given. **Cancellations made with less than two (2) weeks notice will not be refunded.** Groups that have reserved facilities on multiple dates may be charged a cancellation fee of up to twenty-five dollars (\$25) for each date and room reserved. Cancellations made with less than a two (2) month notice will result in a nonrefundable cancellation fee of fifty percent (50%) of the rental fees or twenty-five (\$25) whichever is greater. Appeals regarding the application of a cancellation fee shall be directed to the District Director. All facility rental date and time change requests are subject to staff and room availability. Additional rental time must be paid for at the time the request is received. No refund will be issued for a reduction in rental hours if the request is received with less than two (2) week notice. *Commercial rentals do have a separate rental cancellation policy. Please contact the rental coordinator to discuss this further, 425.831.1900.*

ON-GOING RENTALS

Long-term and on-going rentals require approval by the Executive Director. In most cases requests for an ongoing rental will be approved for no more than six (6) months at a time.

NON-PROFIT GROUPS

Contact the District office at 425-831-1900 for rental rates and policies applicable to 501c3 organizations as defined by the Internal Revenue Service. The APPLICATION FOR WAIVER/REDUCTION OF RENTAL FEES must be completed and approved by the District Director for non-profit rental rates to apply.

RENTAL GROUPS RESPONSIBILITIES:

You are responsible for the cleanliness and potential damage to the room and equipment that you rent according to the checklist below. Please use this checklist as a guideline to help you clean at the conclusion of your event. If you have any questions please ask the staff person on duty. The room(s) must be presentable for the next rental group without additional staff help (including custodial services).

INTERPRETIVE CENTER

- Wipe all counters, tables and chairs.
- Sweep floor and dispose of all waste including decorations.
- Mop all spills.
- Remove streak marks left on floors.
- Place all garbage in outside dumpster. Re-line garbage cans.
- Remove all decorations and personal items.
- Put chairs, tables and equipment away in proper storage areas.
- Return cleaning supplies to staff.
- ASK STAFF TO CONDUCT A POST-EVENT INSPECTION.

RECREATION FIELD

- Pick up all trash and place in dumpsters.

STAFF RESPONSIBILITIES

- Conduct pre-event room inspection for cleanliness and damage
- Assist in obtaining additional tables/chairs
- Inform groups of miscellaneous information.
- Provide clean-up materials for group
- Conduct post-event room inspection for cleanliness and damage

STAFF RESPONSIBILITIES

RENTAL TIME – Renter must be cleaned up and out of the facility by the ending time indicated on their rental agreement. Renter will be charged for any additional time pro-rated to the quarter hour at a rate that is **double the normal rental rate.**

DAMAGE AND CLEANING DEPOSIT

THE DAMAGE and CLEANING DEPOSIT will be returned within thirty (30) days as long as the terms of the rental agreement are met. It is the renters responsibility to ensure the District as the most current mailing address.

QUESTIONS

Questions, please call (425)831-1900 or e-mail at meadowbrookrentals@siviewpark.org

The Park District reserves the right to refuse rental of District facilities due to staff availability, incompatibility of the rental request or for any other reason. The District reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

MEADOWBROOK RENTAL FEES

<i>Local 501c3 non-profits receive 30% off of the listed regular rental rates Must complete a non-profit use form and be approved by the Executive Director</i>		
Building Weekday Rentals HOURLY RATES	Oct-June	July-Sept
Monday-Friday (9am-5pm)	\$60	\$60
Monday-Thursday (5pm-12am)	\$60	\$60
Friday (5pm-12am)	\$80	\$90
Staff Fee required - per staff – per hour	\$15	\$15
Building Weekend Rentals PACKAGE RATES	Oct-June	July-Sept
Saturday/Sunday (10hour rental between 12pm-12am)	\$800	\$900
Saturday/Sunday (5hour rental 9am-2pm or 4pm-9pm)	\$425	\$475
Additional Hours	\$90	\$100
Staff Fee required - per staff (one staff under 100 people)	\$15	\$15
Field Rentals	Oct-June	July-Sept
Field Rental w/o Building Use	\$300	\$300
Field Rental w/ Building Use* - (Required for all groups over 75)	\$200	\$200
Commercial Rentals	Negotiable	Negotiable

MEADOWBROOK RENTAL FEES – ADDITIONAL FEES

Damage Deposits:

Groups 1-25 people	\$50.00	Groups 26-50 people	\$100.00
Groups 51-75 people	\$150.00	Groups 76-100 people	\$200.00
Groups +101 people	\$250.00		

Alcohol Deposits (in addition to damage deposit)

Any size group \$250.00

Staffing Fees: Under 100 guests – 1 staff at \$15/hr; Over 100 guests – 2 staff at \$15/hr/staff

Cleaning Package: \$175

Arbor Rental: \$50



Si View Metro Parks Facility Rentals Reservation Request

Phone: (425) 831-1900 • Fax: (425) 831-1442

PO Box 346 • North Bend, WA • 98045

Requested Date _____

Facility (check all that apply)

- Interpretive Center
- Recreation Field (Additional fee – required for groups over 75 guests)
- Cleaning Package (Additional Fee)
- Arbor (Additional Fee)

Requested Time _____ am/pm to _____ am/pm Estimated Attendance _____
(max 125 in IC)

Guest Arrival Time: _____ am/pm & Guest Departure Time: _____ am/pm

***Rental request time includes all set-up and clean-up time**

Type of Event _____

Primary Contact Name _____

Organization's Name _____

Is the organization a Snoqualmie Valley-based non-profit 501c3? YES NO

Primary Phone _____ Alternate Phone _____

Email Address _____ Fax Number _____

Address _____

City _____ State _____ Zip _____

To assist us in serving you better, please tell us which of the following will be at your event:

Event Plans	YES	NO
Advertised or Open to the Public	<input type="checkbox"/>	<input type="checkbox"/>
Athletic Activity	<input type="checkbox"/>	<input type="checkbox"/>
Amplified Sound	<input type="checkbox"/>	<input type="checkbox"/>
Event Participant Fees	<input type="checkbox"/>	<input type="checkbox"/>
Sales (food, t-shirts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>
Serving Food	<input type="checkbox"/>	<input type="checkbox"/>
Serving Alcohol (needs approval)	<input type="checkbox"/>	<input type="checkbox"/>
Camping (needs special event permit)	<input type="checkbox"/>	<input type="checkbox"/>
Fires (needs special event permit)	<input type="checkbox"/>	<input type="checkbox"/>

Please initial each of the following items to acknowledge that you have read the information and agree to the item.

_____ **I understand** that this document serves as a request for usage of Si View Metropolitan Park District and affiliated facilities and in no way serves as an agreement for rental and/or usage. I understand that a Rental Agreement contract must be completed and confirmed by the Si View Metropolitan Park District and all deposits must be paid in addition to the Rental Agreement contract for confirmation of a rental.

_____ **I understand** that my requested rental start-time and end-time includes all set-up and clean-up and I understand that I will not have access to a facility before or after my requested and confirmed start-time and end-time.

_____ **I understand** that I am required to do all of the set-up and clean-up during my event.

_____ **I understand** that I have received a copy of the rental check-out/clean-up form and I am required to do all the clean-up to ensure that I receive my damage deposit back

_____ **I understand** that if I go over my scheduled rental time, the additional time will be deducted out of my damage deposit and will be double the normal rental rate.

_____ **I understand** that if my group is under 100 people there is a staffing charge of \$15/hr.

_____ **I understand** that if my group is over 100 people there is an additional staffing charge of \$15/hr for a 2nd staff.

_____ **I understand** that if I am applying for non-profit rates, I must also complete the Non-profit Reduced Rental Rates application and a copy of my proof of 501c3 status must be attached to this Reservation Request. I understand that if I do not include the Non-profit Reduced Rental Rates application and a copy of my proof of 501c3 status I will not be considered for reduced rates.

_____ **I understand** that if I am planning to serve and/or consume alcohol I am only able to serve beer, wine and/or champagne. I understand that all alcohol containing liquor and/or beer kegs is prohibited unless prior approval from Executive Director. I understand that an Alcohol Beverage Request Form must also be completed and attached to this Rental Request. I understand that an addition \$250 deposit is required when serving/consuming alcohol and is due at the time of the Rental Agreement contract. I understand that I am required to get a banquet permit prior to my event. I understand that if I am planning on selling alcohol I am required to have a licensed bartender. I understand that I am required to add host liquor liability to my event insurance.

_____ **I understand** if my group is larger than 250 attendees I will be required to bring in additional sanitation. (1 "port a potty" for every 100 attendees over 250). I also understand that if I am just renting the field I am required to bring in my own sanitation.

_____ **I understand** that if my event is over 300 attendees that it may require me to hire at least one off duty police officer.

These numbers represent the minimum amount of off duty police officers required:

Group's serving/consuming alcohol:

300-750 attendees: minimum 1 off duty officer; 750+: Minimum 3 off duty officers

Group's not serving/consuming alcohol:

400-700 attendees: Minimum 1 off duty officer; 700+ minimum 2 off duty officers

_____ **I understand** that the City of North Bend and the City of Snoqualmie Police Chief have the final say in how many off duty police officers are required at my event and reserve the right to increase the number required due to significant risk factors.

_____ **I understand** if my group is over 350 expected attendees I am required to develop a traffic plan that includes at least three people controlling traffic. I understand that the City of North Bend may require my group to hire a certified flagger to help with traffic control.

_____ **I understand that I am required to obtain an additional insured certificate naming the City of North Bend, City of Snoqualmie, Meadowbrook Farm Preservation Association and Si View Metropolitan Park District as additional insured's.**

_____ **I understand** that camping is not allowed without a special permit from the City of North Bend

_____ **I understand** that fires are not allowed without a special permit from Eastside Fire and Rescue

_____ **I understand** that full payment of all rental/usage fees is due 14 days prior to my requested and confirmed date of usage. I understand that if required insurance, certifications, Alcohol Beverage Request Form, and/or Application for Non-profit Reduced Rental Rates is not received by the respective due dates it will result in the cancellation of my Rental Request and/or my Rental Agreement contract.

Please attach any and all addition applications for reduced rates or alcohol. You will be contacted by our Facility Coordinator within five (5) business days of submission of the Rental Request form.

This application must be submitted at least 30 days prior to the event.

Please do not include any forms of payment at this time.

EVENT SITE PLAN – Groups over 150 guests

Attach event map and site plan with the following indicated:

- Detailed event layout/route with directional arrows, street names.
- Placement and collection of signage, traffic control device, barricades.
- Location of event staff, volunteers, traffic certified flaggers/monitors, and where police officers are needed.

Transportation and parking plans: _____

Plans for security/crowd control, first aid/medical assistance, and traffic route/intersection control:

Plans for portable toilets, garbage, sanitation and clean-up: _____

Plans for notifying all agencies, businesses, and residents impacted by your event: _____

Will food and/or liquor be distributed/sold at event: No _____ Yes _____ (please explain plans)

If applicable please provide: KC Health Department Permit # _____ Expires _____

INSURANCE REQUIREMENT

For rentals and events involving the use of District facilities or public right-of-way, proof of liability insurance with coverage in the amount of \$1,000,000.00 per occurrence/\$2,000,000 annual aggregate, unless an additional amount is required for the activity by the Executive Director.

The Executive Director may allow a lower amount or waive this requirement when the event is not open to the general public and the risks presented by the request justify a lower amount.

Said general liability insurance for bodily injury and property damage shall include the Si View Metropolitan Park District, PO Box 346, North Bend, WA 98045, Meadowbrook Farm Preservation Association, PO Box 1462, Snoqualmie WA, 98065, City of North Bend, PO Box 896, North Bend, WA 98045 and City of Snoqualmie, PO Box 987, Snoqualmie, WA 98065 as an additional named insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon at least 30 days' prior written notice to the District.

HOLD HARMLESS

The applicant agrees to defend, indemnify, and hold harmless the Si View Metropolitan Park District, its appointed and elective officers and employees, the City of North Bend, its appointed and elective officers and employees and the City of Snoqualmie, its appointed and elective officers and employees from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the Si View Metropolitan Park District, its appointed and elective officers and employees, the City of North Bend, its appointed and elective officers and employees and the City of Snoqualmie, its appointed and elective officers and employees, its elected or appointed officials or employees directly or indirectly arising out of the Rental Agreement contract hereunder for the event scheduled. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

FEDERAL, STATE & LOCAL LAWS, ORDINANCES & CODES

All terms, conditions and provisions of current law, including but not limited to North Bend and Snoqualmie City Code shall remain in full force and effect and shall not be altered by this Rental Agreement contract. The granting of an agreement does not presume to give authority to violate or cancel the provisions of any other State or local law regulating use of public property.

The Executive Director or City Administrator or appointee, may revoke, or terminate this application/permit if applicant fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect fails to heed or comply with notices given him/her.

The applicant certifies that he/she has read and examined this application and know the same to be true and correct and agrees to comply with the terms and conditions contained herein.

Signature of Applicant

Date

DEPARTMENT USE ONLY

- Yes No All necessary forms/applications attached
 Yes No Dates & Times confirmed.
 Yes No NA North Bend Review/Special Event Permit Application
 Yes No NA Snoqualmie Review
 Yes No Rental Request approved.

Coordinator: _____ Signature: _____ Date: _____



ALCOHOL BEVERAGE REQUEST FORM (ABRF)

An organization or individual wishing to distribute, serve or consume alcoholic beverages during any use of facilities owned or managed by Si View Metropolitan Park District **MUST** complete and submit this *Alcohol Beverage Request Form (ABRF)* for approval. Furthermore, the applicant understands that completing this *ABRF* **does not guarantee** that you will be able to have alcohol during your event. It is simply a **request** and it **must be approved** by the Director of the Si View Metropolitan Park District (District) prior to your event. Please note that your *ABRF* may be approved with additional conditions or even denied. The applicant must meet all obligations, rules and regulations set forth on this Form. ***Please initial next to each rule and regulation indicating that you have read and understand each one.***

RULES AND REGULATIONS

Initial

1.	Alcohol service and consumption is restricted to beer, wine and champagne that is sold commercially. Liquor (i.e. whiskey, scotch, vodka, rum, tequila, etc.) and drinks containing liquor are prohibited.	
2.	This <i>ABRF</i> must be received by the District at least one (1) month prior to your event. Applicants that schedule an event less than one (1) month in advance may not be approved for alcohol. You will be notified approximately two (2) weeks after submitting the <i>ABRF</i> on the status of your request	
3.	A Washington State Banquet Permit must be obtained and displayed on site during your event. A copy of the permit must be received by the Si View Community Center at least seven (5) days prior to your event. It is the sole responsibility of the applicant to obtain and post such permit.	
4.	The use of beer kegs is prohibited.	
5.	Renter MUST add host liquor liability to their event insurance certificate	
6.	If approved, alcohol is only allowed in the interior of the facility rented and restricted to the areas rented by the renter. Alcohol is prohibited in all other areas of the facility including the grounds and the parking lot, except by permission of the District Director.	
7.	The applicant is responsible for the conduct and behavior of the participants and guests involved in the rental activity. Underage drinking (under 21 years of age) is strictly prohibited.	
8.	The applicant is responsible for cleaning the room(s), hallway and bathrooms as outlined in the <i>Rental Information Packet</i> and the <i>Rental Clean-Up Checklist</i> . This cleaning must be completed and the event must vacate the facility by the time listed on the Rental Application Form.	
9.	Alcohol service is limited to the approved conditions on the reverse side of this <i>ABRF</i> .	
10.	Alcohol service must stop at least one (1) hour before the designated end time of your rental and may be requested to be served during the following times: Friday: 6:00pm-11:00pm; Saturday: 3:00 pm – 11:00pm; Sunday: 1:00 pm – 8:00pm	
11.	Serving alcohol without proper approval, outside the approved conditions, and/or in violation of any of the above rules and regulations may result in the immediate cancellation/shut down of event, forfeiture of Damage Deposit and/or additional fees/penalties	

FEES AND DAMAGE DEPOSIT

An additional \$250 Alcohol Deposit will be charged to all applicants wishing to distribute, serve or consume alcoholic beverages. Upon conclusion of your event, the District will determine what amount of your Alcohol Deposit, if any, shall be returned to the applicant. The District reserves the right to deduct appropriate fees from the Alcohol Deposit to cover expenses related to additional staff time, building/equipment repairs, replacement, cleaning, etc. in relation to your event. Furthermore, the District reserves the right to charge the applicant additional fees should the damage and other charges exceed the amount of the Damage Deposit paid by the applicant.

STAFFING/SECURITY

The District will determine if additional staff and/or security will be required during your rental based upon the presence of alcohol, estimated number in attendance, time of day, etc. **THE APPLICANT WILL BE RESPONSIBLE FOR ADDITIONAL STAFFING AND/OR SECURITY COSTS.**

----- OVER -----

INDEMNIFICATION AND HOLD HARMLESS

The applicant shall defend, indemnify, and hold the Si View Metropolitan Park District, its officers, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits arising out of, or in connection with, the performance of the Agreement, except injuries and damages caused by the sole negligence of the District. Additionally, the applicant has read and understands the requirements of this form and the regulation and rules governing the rental usage of all facilities managed through Si View Metropolitan Park District.

Signature (must be at least 21 years of age) _____ Name (please print) _____ Date _____

Contact Person (please print): _____

Driver's License #: _____ State: _____ Expiration Date: ____/____/____

Street Address: _____ City: _____ State: _____ Zip: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Event Title: _____ Nature of Event: _____

Date of Event: _____ Day: M TU W TH F SA SU

Event Time Start: _____ End: _____
 Desired Time to Serve Alcohol Start: _____ End: _____
 Estimate Attendance Total: _____ Under 21: _____

Type of Alcohol to be Served (check all that apply)

_____ Beer _____ Wine _____ Champagne
 _____ Cans _____ Bottles _____ Other

Is the event _____ By Invitation Only _____ Open to the Public

Who is providing the alcohol? _____ Rental Group _____ Guests will bring their own

Will alcohol be sold? _____ No _____ Yes, WSLCB Permit # _____

FOR OFFICE USE ONLY

Received By: _____ Date: _____

1. Are there Youth activities in the building? No Yes From _____ to _____
Location: _____
2. Are other rentals in building approved to serve alcohol? No Yes From _____ to _____
Location: _____
3. Is a Washington State Banquet Permit required? No Yes

STAFF RECOMMENDATION

<input type="checkbox"/> APPROVE contingent upon: <input type="checkbox"/> Receipt of Washington State Banquet Permit <input type="checkbox"/> Payment of fees for staff: _____ hrs x \$15/hr = \$_____ <input type="checkbox"/> Payment of fees for security: _____ hrs x \$_____/hr = \$_____ <input type="checkbox"/> Other: _____ Recreation Staff _____	<input type="checkbox"/> DENY because: _____ _____ _____ Date _____
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FINAL DETERMINATION

APPROVED **DENIED** District Director _____ Date _____



NON-PROFIT FACILITY USAGE GUIDELINES

A fee waiver or rate reduction for use of facilities owned and managed by the Si View Metropolitan Park District may be extended to non-profit groups based upon compliance with the following guidelines:

1. All requests are subject to approval by the District Director.
2. To qualify for a fee waiver or rate reduction, the requesting organization must provide proof of non-profit status as defined by the Internal Revenue Service 501(c) 3 guidelines.
3. The room usage and scheduling priority is as follows:
 - a. Scheduled Si View Metropolitan Park District/Facility specific programs take precedence over all other facility usage requests.
 - b. Si View Metropolitan Park District sponsored public meetings, public events, public activities and organizations that have a contractual relationship with the District take precedence over requests by outside groups.
 - c. In an effort to maximize facility rental revenue, fee-based rentals take precedence over non-profit reservations that have received a full fee waiver. Although non-profit reservations will not be cancelled, room locations are subject to change.
 - d. The same priority structure applies to facility equipment including tables, chairs and audio-visual equipment.
4. Fee waivers apply to events that pertain directly to the business of the organization. Personal and social occasions will not be recognized by the District as a non-profit event. Examples of personal and social occasions include birthday celebrations, holiday parties, anniversary parties and retirement events.
5. Complimentary room usage will be restricted to the Studio Room at Si View Community Center during business hours and/or when the District staff person is scheduled to be at the facility.
6. The main contact person or the alternate contact person must be on-site during the entire reservation including set-up and clean-up time.
7. The non-profit group is responsible for room set-up, breakdown and clean up in its entirety.
8. Reservations are accepted in person, Monday through Friday from 9:00am – 5:00pm. Reservations are accepted up to 3 months in advance, unless otherwise approved by the District Director.
9. The non-profit organization agrees to abide by all other facility policies and procedures as outlined in the Rental Application Packet.



APPLICATION FOR WAIVER/REDUCTION OF RENTAL FEES

Submit proof of 501(c)3 status with application.

Non-Profit Organization: _____

Organization Address: _____ City: _____ Zip: _____

Primary Contact Person: _____ Phone (_____) _____

E-mail address _____

Alternate Contact Person: _____ Phone (_____) _____

E-mail address _____

Please describe the Intent/Purpose of the Organization (attach additional pages if necessary):

Please describe the purpose of your event (attach additional pages if necessary):

Is this meeting/event open to the public? Yes No If no, then who will be attending the meeting? _____

Does your organization carry liability insurance? Yes No If yes, who is your insurance carrier? _____

Is this request for a waiver of rental fees for monthly meetings? Yes No

If yes, please indicate your facility needs: _____

Estimated Attendance: _____ Preferred Meeting Day: MON TUE WED THUR
 FRI SAT SUN

Preferred Meeting/Event Date: _____ Preferred Meeting Time: _____ to _____

NOTE: If application is approved, you are required to submit a completed Rental Agreement contract

Authorization:

I hereby warrant and certify that I am the authorized representative of the organization named above, that the statements are true to the best of my knowledge, and that our organization and I agree to be bound by the regulations and policies governing the rental use of the Si View Community Center.

Signature: _____ Date: ____/____/____

FOR OFFICE USE ONLY

Date Received: ____/____/____

APPROVED FOR:

Monthly Meetings.

One-time event at reduced rate of: _____

DENIED

Reason: _____

Application Expiration Date: ____/____/____ **District Director:** Initial: _____ Date: ____/____/____

SI VIEW METROPOLITAN PARK DISTRICT RENTAL CHECKLIST

For Staff Use Only:

	MPD Check off	N/A
• Rental Request	<input type="checkbox"/>	<input type="checkbox"/>
○ City of North Bend/Snoqualmie Review/ Special Event Application if Event Size/Location Requires	<input type="checkbox"/>	<input type="checkbox"/>
• Alcohol Beverage Request Form	<input type="checkbox"/>	<input type="checkbox"/>
○ Banquet Permit (once approved)	<input type="checkbox"/>	<input type="checkbox"/>
• Non Profit Use Application	<input type="checkbox"/>	<input type="checkbox"/>
○ Proof of 501c3	<input type="checkbox"/>	<input type="checkbox"/>
• Rental Agreement	<input type="checkbox"/>	<input type="checkbox"/>
• Payment of Deposit	<input type="checkbox"/>	<input type="checkbox"/>
• Rental Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>
• Event Site Layout & Map (Overall plan)	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of Insurance Certificate with Endorsement Naming the Si View Metropolitan Park District, Meadowbrook Farm Preservation Association, City of North Bend and City of Snoqualmie as Additional Insured	<input type="checkbox"/>	<input type="checkbox"/>
• Portable Toilets/Sanitation Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Garbage Receptacles/Dumpsters delivery and removal	<input type="checkbox"/>	<input type="checkbox"/>
• Security, Traffic and Crowd Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Services Plan (first aid/medical assistance)	<input type="checkbox"/>	<input type="checkbox"/>

Facility Coordinator Signature: _____ Date: _____

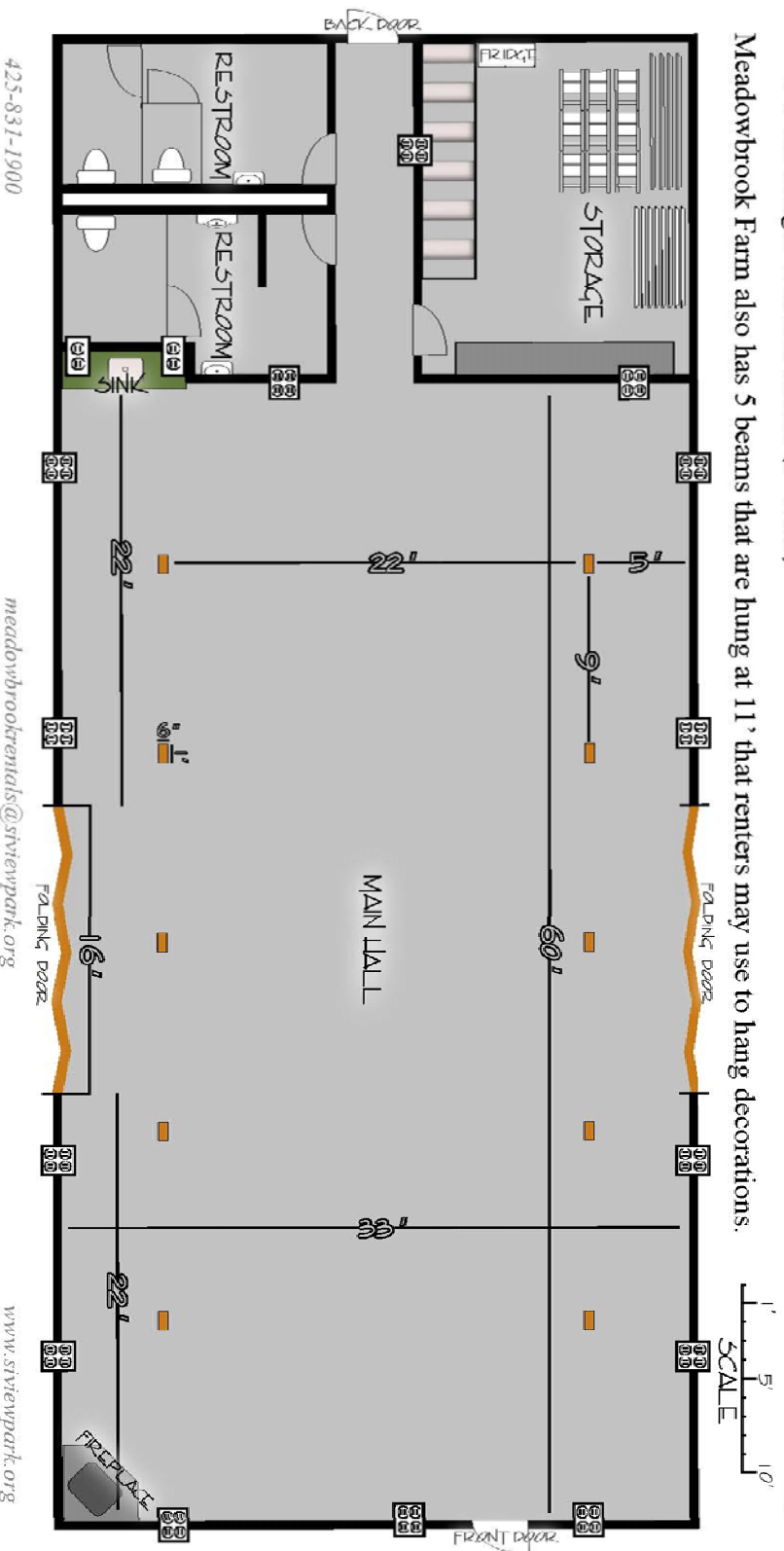
MEADOWBROOK FARM

Come walk across the meadows, explore the forests, enjoy a class, plan your special event, or simply admire the views of this beautiful place!

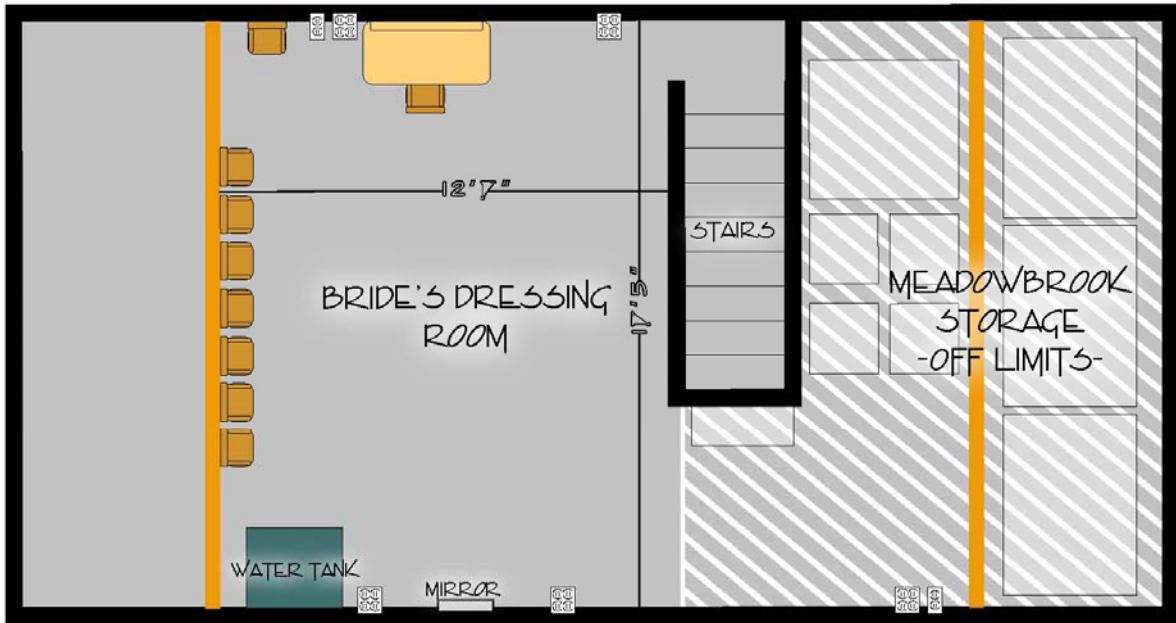
Renters may use any of the following for their event:

- 120 White folding chairs
- 8-5' Round Lifetime Tables
- 8-6' Rectangle Lifetime Tables (2½' Wide)
- 1-8' Rectangle Lifetime (2½' Wide)
- 3-8' Rectangle Wooden Tables (3' Wide)

Meadowbrook Farm also has 5 beams that are hung at 11' that renters may use to hang decorations.



MEADOWBROOK FARM (LIPSTAIRS)



425-831-1900

meadowbrookrentals@siviewpark.org

www.siviewpark.org