



Rental Application Packet Tollgate Farm Park

1300 SE North Bend Way
North Bend 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 Tollgate Farm Park. Please complete the application form, sign and date. We cannot process an application without a date and applicant signature.

Submit the application to: Si View Metro Parks, Attn: Facility Coordinator, P.O. Box 346, North Bend, WA 98045.

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 Si View Park

RESERVATION PROCEDURES

Reservations are accepted Monday through Friday, 9am to 5pm at the District Office. You may call 425-831-1900 to confirm park availability; however, reservations 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 and can be scheduled up to one year in advance of the rental date. Please see the RENTAL AND DEPOSIT FEES for a current fee schedule.

Reservations must be made at least seven (7) days in advance for rentals scheduled during regular business hours and thirty (30) days in advance for rentals scheduled during non-business hours. Fields are reserved by the whole hour only. Weekend rentals for Si View Metropolitan Park District Facilities are three (3) hour minimum. District programs take precedence over private rentals. Facilities may be closed for some holidays.

We **STRONGLY** recommend that you have your Rental Agreement contract with you during your scheduled use.

NOTE: Parks are open to the public and cannot be denied access. Your reservation is exclusive to any picnic shelters, picnic tables within the shelter and pad area surrounding the shelter.

TOLLGATE FARM PARK

Tollgate Farm Park has open grass fields and picnic area are available for rentals. This park is suitable for family picnics, birthdays and even small weddings. Open grass field offers expansive views of the Cascade Mountains. There are several picnic tables, with access to water and power. The paved parking lot has space for 30 vehicles with some additional temporary parking on the upper field (availability subject to field conditions).

DAMAGE DEPOSIT

Damage deposits are refundable as long as the Park/Ball field and immediate area is clean after your event and no damage occurs. Failure to meet these conditions will result in forfeiture of your deposit and may also include the applicant being responsible for additional charges and forfeiture of future reservation privileges. Please allow 3 – 4 weeks for deposit refund.

INCLEMENT WEATHER

If the field is unplayable due to weather, you have twenty-four (24) hours after your scheduled event to notify the Parks & Recreation Director to obtain a credit/refund. During periods of inclement weather, parks/ball fields closures may result as determined by the Parks District.

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 may require a Special Event Permit through the City of North Bend.
3. Organizations must submit a Certificate of Insurance with the Si View Metropolitan Park District listed as an additional insured prior to the event. General liability limits must be at least \$1,000,000.00.
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. 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.
7. 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.
8. Bounce Houses require pre-approval by rental coordinator and include an additional \$15 fee and additional insurance
9. BBQ's are allowed in designated area with prior approval
10. Large groups may require additional staffing at the expense of the renter

Last updated 6/8/15

MAINTENANCE GUIDELINES

It is **YOUR** responsibility to clean up after your event!

1. All facility maintenance shall be performed by Department staff unless written authorization has been approved.
2. Teams shall not be allowed to warm up or take the field while maintenance crews are working.
3. Fields will not be prepped for practices.
4. Fields are prepped for the first game only – additional fees are charged for additional games.
5. Bases will be provided. **PLEASE DO NOT REMOVE THEM.**
6. No vehicles are allowed on the fields.
7. Please do not dig ditches or apply foreign materials to fields in an attempt to dry-out field. Vandalism fines will be charged.
8. Do not make any modifications to any facility.
9. Please do not throw, hit or climb cyclone fencing or backstop.
10. Portable fencing will not be allowed without written permission from the Director.

SPECIAL EVENT PERMIT

A Special Event Permit is required for any 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 the City of North Bend or any event in which alcohol will be served or consumed. **Special Event Permits require approval of the City of North Bend and 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.**

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. **Music is allowed until 10:00PM**

ALCOHOL

Tollgate Farm: Alcoholic beverages are not permitted without Special Event Permit.

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 Si View Community 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.

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.

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.

QUESTIONS

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

RENTAL RATES – OPTION A

General Fees:	½ Day	Full Day
Rental Fee – Picnic Area (Monday-Friday 9am-5pm)	\$65 (5hr)	\$130 (10hours)
Rental Fee – Picnic Area (Evening/Weekends)	\$75 (5hr)	\$150 (10hours)
Rental Fee – Open Field (Monday-Friday 9am-5pm)	\$40 (5hr)	\$80 (10hours)
Rental Fee – Open Field (Evening/Weekends)	\$50 (5hr)	\$100 (10hours)

Groups over 75 people must rent both the picnic area & open field

Damage Deposits:

Groups 1-50 people	\$50.00
Groups 50+ people	\$100.00



Si View Metro Parks Facility Rentals Reservation Request

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

PO Box 346 • North Bend, WA • 98045

Rental Date _____

Facility (check all that apply)

Tollgate Farm Park

Requested Time _____ am/pm to _____ am/pm Estimated Attendance _____

Guest Arrival Time: _____ am/pm; Guest departure time: _____ am/pm

Number of picnic tables requested: _____

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 - not allowed w/o Special Event Permit	<input type="checkbox"/>	<input type="checkbox"/>
Camping	<input type="checkbox"/>	<input type="checkbox"/>
Fires	<input type="checkbox"/>	<input type="checkbox"/>

Last updated 6/8/15

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. 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 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 alcohol is not allowed in any park.

_____ **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 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: 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.

_____ **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 before the event

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

DEPARTMENT USE ONLY

<input type="checkbox"/> Yes	<input type="checkbox"/> No	All necessary forms/applications attached
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates & Times confirmed.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	North Bend Review.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Snoqualmie Review
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rental Request approved.

Coordinator: _____ Signature: _____ Date: _____

Last updated 6/8/15

EVENT SITE PLAN

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 special events involving the use of City 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 or City Administrator 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 and City of North Bend, PO Box 896, North Bend, WA 98045, 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 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 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, ORDINANCE & CODES

All terms, conditions and provisions of current law, including but not limited to North City Code shall remain in full force and effect and shall not be altered by this Rental Agreement contract. The granting of a Rental Agreement contract 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 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

SI VIEW METROPOLITIAN PARK DISTRICT RENTAL CHECKLIST

For Staff Use Only:

	MPD Check off	N/A
• Rental Request	<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 and City of North Bend 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:** _____