North Bend Train Depot
Reservation Information

Contacts

Location: 205 McClellan St, North Bend, WA 98045
Mailing: PO Box 346, North Bend, WA 98045
Phone: 425-831-1900 (Si View Parks)
Email: info@siviewpark.org

Train Depot Hours

Monday-Sunday: 8AM-11PM
*Staffing fee applies to nonprofit rentals
M-F 5-11PM; S; Su

Capacity

50 Persons

Reservation Process:

1. Train Depot Availability: www.siviewpark.org>rentals tab>Train Depot> “Online Reservation Request”

2. Once a date is selected, complete the facility request form:
   www.siviewpark.org>rentals tab>Train Depot> “Facility Request Form”

3. Si View will respond with any applicable questions and pass a facility agreement within 48 hours of the request.

4. Review, sign, and return the agreement to
   info@siviewpark.org

5. An invoice with payment information will be email; deposit is due immediately.

Updated: 3/2/2023

Si View Metro Parks / www.siviewpark.org / 425-831-1900
North Bend Train Depot
205 McCellan St, North Bend, WA 98045

North Bend Train Depot amenities include a spacious meeting room, restrooms and a small picnic area located on the backside of the building. The depot is great for business and community meetings, workshops, training sessions, or even small weddings.

The meeting room offers beautiful woodwork and plenty of natural light. Tables and chairs are available. The space can accommodate up to 50 guests, if utilizing both levels. Meeting area is on two levels separated by a few stairs and a rail, making it ideal for small group projects. The facility is conveniently located in downtown North Bend with easy access from I-90.

<table>
<thead>
<tr>
<th>RENTAL FEES</th>
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<tbody>
<tr>
<td>(3 hour minimum rental)</td>
<td></td>
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<tr>
<td>Private Events</td>
<td>Hourly Rates</td>
</tr>
<tr>
<td>Monday-Friday (8am-5pm)</td>
<td>$39 (R)</td>
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<tr>
<td>Monday-Friday (5-11pm)</td>
<td>$66 (R)</td>
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<tr>
<td>Saturday-Sunday (8am-11pm)</td>
<td>$66 (R)</td>
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<tr>
<td>Non-Profit Rentals</td>
<td>Hourly Rates</td>
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<tr>
<td>Monday-Friday (8am-5pm)</td>
<td>$16</td>
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<tr>
<td>Monday-Friday (5-11pm)*</td>
<td>$18*</td>
</tr>
<tr>
<td>Saturday-Sunday (8am-11pm)*</td>
<td>$18*</td>
</tr>
<tr>
<td>* Hourly Staffing Fee</td>
<td>$24</td>
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</tbody>
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(R) = Resident Rate | (NR) = Nonresident Rate
*staffing fee may apply

<table>
<thead>
<tr>
<th>OPTIONAL ITEMS</th>
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<tbody>
<tr>
<td>Rental Set Up</td>
<td>$100</td>
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<tr>
<td>Rental Clean Up</td>
<td>$100</td>
</tr>
<tr>
<td>Alcohol Fee</td>
<td>$50</td>
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<table>
<thead>
<tr>
<th>DAMAGE DEPOSIT</th>
<th></th>
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<tbody>
<tr>
<td>Groups 1-25 guests</td>
<td>$50</td>
</tr>
<tr>
<td>Groups 26-50 guests</td>
<td>$100</td>
</tr>
<tr>
<td>Alcohol service (additional)</td>
<td>$250</td>
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When is my date confirmed?
- Your date is confirmed once Si View receives a signed facility agreement and 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 two weeks prior to the date at the latest. The balance can be paid at any time between the deposit date and two weeks prior.

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

Cancellation Policy:
- Two months or more notice: $25/space reserved or 50% of hourly rental fee, whichever amount is less
- Two weeks-two months notice: $25/space reserved or 50% of hourly rental fee, whichever amount is more
- Less than two weeks notice: no refund

Edit 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 pass an updated facility agreement that will need to be signed immediately. Any charges will be added or subtracted from the existing invoice.

Time Change:
- Event hours can be changed, depending on availability. Reduction of hours will not be refunded if requested with less than a 2 week notice.

Updated: 3/2/2023
What space is included in my rental?
Reserving the Train Depot (building) gives the renter access to the full building, including a meeting room, small kitchenette, restrooms and small picnic area located on the backside of the building. The depot is a great place for business and community meetings, workshops, training sessions and retreats! Tables and chairs are included with building use (see below).

Tables and Chairs:
- Tables and chairs are included with your rental. Linens are not provided.
- 62 chairs
- 4 — 2x8ft tables
- More tables and chairs can be brought upon request.

Staffing:
For rentals M-F between 8am-5pm a Si View team member will be present to open and close the facility. If there are needs during the rental, users can call 425-831-1900 for staff assistance. For weekend and M-F after 5pm rentals, at least one Si View Parks staff will be onsite from before your rental time until after the rental is complete. Staff onsite is 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).

Event Time (coming early, staying late, deliveries)
- Hours—Renters should enter the space at the agreement start time and have all belongings cleared, and clean up complete if necessary, by the agreement end time.
- Early Entrance—Renters are not permitted to enter the building early, before the agreement start time.
- Staying Late—If a group goes over their scheduled time then an additional fee will be charged to the renter at double the 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

Decorations (candles)
Decorations are allowed given the following: There is no use of adhesives, push pins or nails of any kind on the floors, walls or doors. Table top and free standing decorations work great! Candle use is regulated by Eastside Fire and Rescue and ONLY floating candles are allowed.
Clean-up
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
Clean-up can be completed by Si View staff or the renter. If completed by the renter, clean-up should be complete by the rental end time.

Parking:
Parking is available on East McClellan Street. There is also a parking lot at the corner of E McClellan & North Bend Way.
Set-up Package (and what if I don’t purchase?)
Table and chair set up by Si View staff is available for $100. 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.

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. Also, if the set-up package is not purchased, 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 Train Depot 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 and tables/chairs throughout the rental.

Clean-up Package (and what if I don’t purchase?)
The clean-up package can be purchased for $100. 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—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.

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 before the event. For a rental to be eligible for the cleanup package their event must end no later than 11pm. Please note the cleanup package includes clean up INSIDE the train depot. All equipment set up outside must be returned inside by the renter.

Music
You are welcome to bring your own speaker/stereo system. City ordinance requires all music done by 10pm.
Fee:
A $250 deposit is required with alcohol use and is due with the initial deposit. The alcohol fee is $50 and is 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 Liquor Control Board is required. The permit can be submitted to info@siviewpark.org. Banquet permit: https://lcb.wa.gov/licensing/online-banquet-permit
- Event insurance must be purchased as well. This is done through a third party and once obtained, should be submitted to info@siviewpark.org. All events serving alcohol are required to provide insurance. When purchasing insurance, renter must provide Si View Metro Parks, and City of North Bend with an additional insured certificate. Insurance is required in the amount of $1,000,000 per occurrence and $2,000,000 aggregate. Insurance should cover the day and rental hours of the event. Liquor Liability must be included with events serving alcohol.
- Groups interested at selling alcohol at their event must apply for a Special Occasion License from the Liquor Control 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. Kegs are not allowed.

What type of alcohol is allowed?
Beer, wine, and champagne are permitted. Hard alcohol is not permitted.