

## Meadowbrook Farm



## Contacts

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

**Mailing:** PO Box 346, North Bend, WA 98045

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

**Email:** [rgoodman@siviewpark.org](mailto:rgoodman@siviewpark.org)

## Meadowbrook Hours

Mon-Th: 7am-10pm

Fri: 7am-Midnight

Sat: 8am-Midnight

Sun: 8am-10pm



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 mythical birthplace of the Snoqualmie tribe, “Hyas Kloshe Ilahee” (the Great Good Land) 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;

The land is managed by the Meadowbrook Farm Preservation Association (MFPA), a 501(c)(3) non-profit organization established by the cities to implement the master site plan for the property. Facility rentals are coordinated by Si View Metropolitan Parks District (SVMPD), who works in partnership with the MFPA. Si View organizes all aspects of facility rentals onsite, from initial inquiry to day-of use. The MFPA and SVMPD are excited to provide a unique venue in the heart of the Snoqualmie Valley.



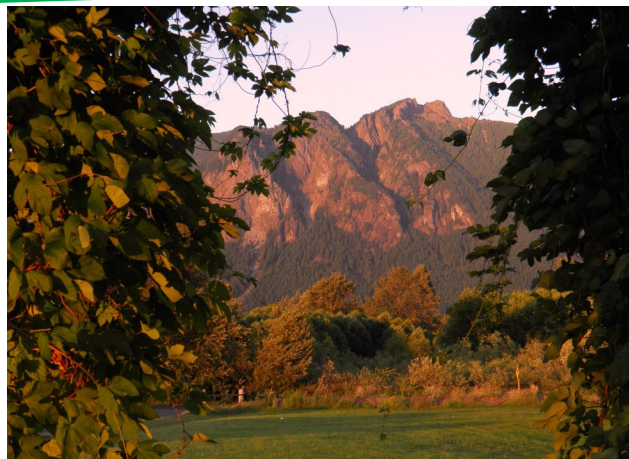
# MEADOWBROOK FARM FEES

## 2023

### Meadowbrook Farm

1711 Boalch Ave NE, North Bend WA 98045

The Meadowbrook Farm Interpretive Center is the perfect location for weddings, family reunions, business retreats and social events. Your guests will enjoy the spectacular view of Mt. Si and the serenity of the Snoqualmie Valley. Nestled on historical Meadowbrook Farm, the center boasts a natural log interior with large barn-style sliding doors providing the option for open air events. The Interpretive Center accommodates 75 or more guests depending on your arrangement. Please call for a personal tour of the Interpretive Center.



<b>RENTAL FEES</b>	<b>Oct- June</b>	<b>July- Sept</b>
<b>Oct-June (3 hour minimum rental)</b>		
<b>July-Sept (5 hour minimum rental)</b>		
<b><u>Building Weekday Rentals - HOURLY RATES</u></b>		
Monday-Friday (7am-5pm)	\$86	\$86
Monday-Thursday (5pm-10pm)	\$109	\$109
Friday (5pm-12am)	\$152	\$166
<b><u>Building Weekend Rentals - PACKAGE RATES</u></b>		
Saturday/Sunday (10 hour rental)	\$1599	\$1769
Saturday/Sunday (5 hour rental)	\$855	\$940
Additional Hourly Rate	\$176	\$198
<b><u>Field Rentals</u></b>		
Rec Field OR Dike Road Field w/o Building	\$490	\$490
Rec Field w/ Building (parking)	\$330	\$330
Dike Road Field w/ Building	\$330	\$330
<b><u>Additional Fees</u></b>		
Alcohol Fee—Groups 99 or less	\$50	
Alcohol Fee—Groups 100 or more	\$100	
Additional Staffing Fee (groups over 125)	\$24/hr	
<b><u>Commercial Rentals</u></b>	Negotiable	

<b>OPTIONAL ITEMS</b>	
Rental Set Up	\$175
Rental Clean Up	\$250
Fire Pit (Additional Permit Required)	\$35
Arbor Rental	\$50
AV Use (limited capabilities)	\$50
Lighting Package	included

<b>DAMAGE DEPOSIT</b>	
Groups 1-25 guests	\$50
Groups 26-50 guests	\$100
Groups 51-75 guests	\$150
Groups 76-100 guests	\$200
Groups 101+ guests	\$250
Alcohol service (additional)	\$250

Non-profit rates available for 501c3 organizations. Please inquire.



## Reservation Process:

1. Meadowbrook Farm Availability: [www.siviewpark.org](http://www.siviewpark.org)>rentals tab> Meadowbrook Farm & Interpretive Center> “Online Reservation Request”
2. Once a date is selected, complete the facility request form: [www.siviewpark.org](http://www.siviewpark.org)>rentals tab>Meadowbrook Farm & Interpretive Center> “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 Ryan Goodman  
[rgoodman@siviewpark.org](mailto:rgoodman@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 & Interpretive Center> "Take our Virtual Tour" icon](http://www.siviewpark.org>rentals tab>Meadowbrook Farm & Interpretive Center> \)

## 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.

## Special Requests:

- For special accommodation rentals (overnight rentals, camping, drone use, etc.) please contact Ryan Goodman—[rgoodman@siviewpark.org](mailto:rgoodman@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 see page 11 for reference. Tables and chairs are included with building use (see below).

## Meadowbrook Field:

The Meadowbrook Field can be reserved for \$330 when the Interpretive Center is rented. Groups over 75 are required to reserve the field. Parking on the field is OK. See page 11 for reference.

## Capacity:

- Interpretive Center: 125 People

## Tables and Chairs:

- Tables and chairs are included with your rental. Linens are not provided.
- 120 chairs
- 11—5ft round tables
- 9—2.5x6ft rectangle tables
- 5—2.5x8ft rectangle tables

## Staffing:

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 \$23/hr during use. 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

Purchase of the 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 Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@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 (20 spaces) and along on the sidewalk on the Meadowbrook Field. The field must be reserved if renters wish to have guests use field space for parking. See page 11 for reference.

## Can I have tents at my event?

Yes, tents are allowed. No permit is required if 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 Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@siviewpark.org).



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

Table and chair set up by Si View staff is available for \$175. 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 MEAD-OWBROOK 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 \$250. 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—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 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 includes clean up INSIDE the interpretive center. All equipment set up outside must be returned inside by the renter.



## Music & Audio/Visual Package

The A/V package is available for an additional \$50 and includes use of the stereo system and/or projector. The stereo system is compatible with auxiliary cord, bluetooth, and cd's, and has AM/FM radio. You are welcome to bring your own speaker/stereo system and/or DJ. City ordinance requires all music done by 10pm.

## Fire Pit:

The fire pit is available for an additional \$35. Check out a photo on page 12! 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: <https://www.eastsidefire-rescue.org/DocumentCenter/View/133/Burn-Permit-Application-PDF?bidId=/>. It is the renter's responsibility to obtain this permit. Once a permit is obtained, please email to Ryan Goodman [rgoodman@siviewpark.org](mailto:rgoodman@siviewpark.org)

## Arbor:

We have two arbors available for an additional \$50. Check out a photo on page 13!



## 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 Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@siviewpark.org).
- A Banquet Permit from the Liquor Control Board is required. The permit can be submitted to Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@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 Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@siviewpark.org). All events serving alcohol are required to provide insurance. When purchasing insurance, renter must provide Si View Metro Parks, Meadowbrook Farm Preservation Association, City of North Bend and City of Snoqualmie 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 Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@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.

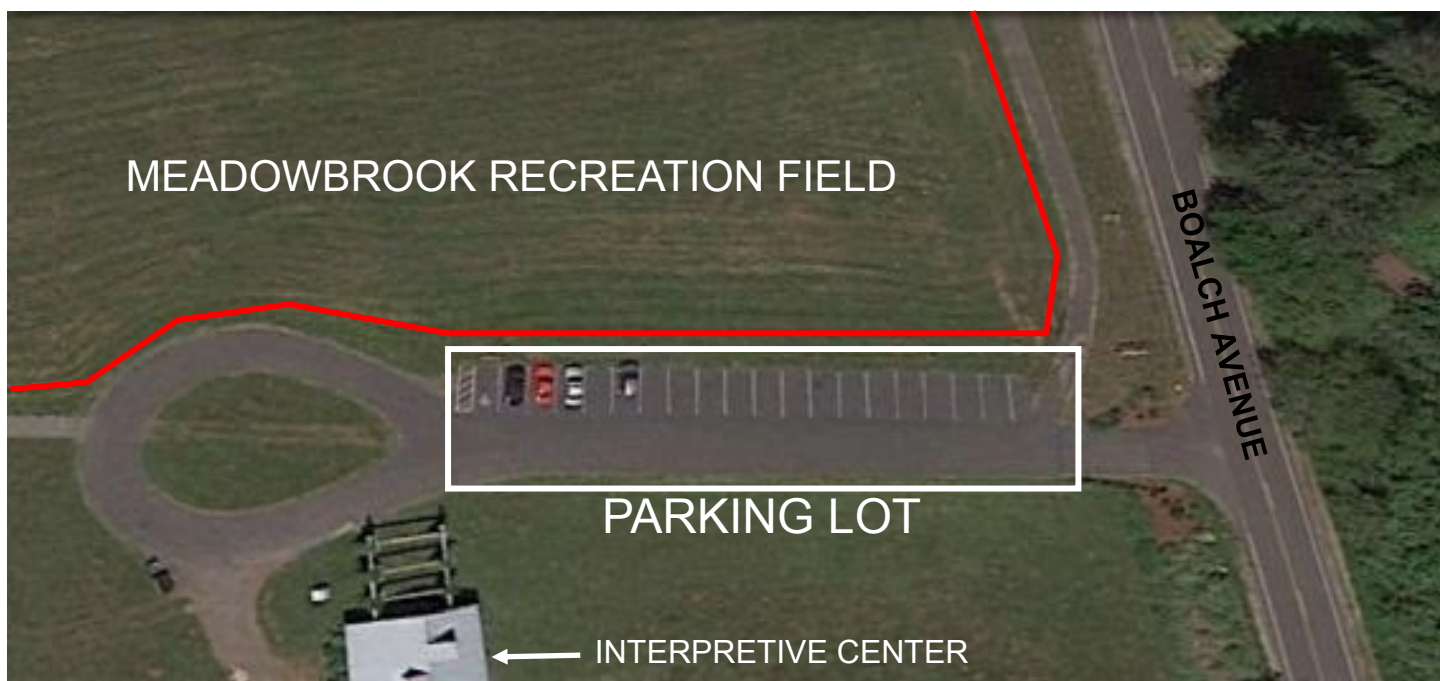
## What type of alcohol is allowed?

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

## Kegs:

Please contact Ryan Goodman— [rgoodman@siviewpark.org](mailto:rgoodman@siviewpark.org) to request keg use.

## Meadowbrook Farm





## Fire Pit



## Lighting Package (included)





## Arbor

