

North Bend Train Depot

205 McCellan ST North Bend, WA 98045

Rental Procedures / FAQ

How do I reserve space at the North Bend Train Depot?

To reserve space at the Train Depot please complete the **Facility Request Form**, available at <http://www.siviewpark.org/train-depot.html>. Weekend/non-business day rentals must be received at least two weeks in advance.

Are the damage deposits refundable?

Yes! 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.

Is there equipment available for use with my rental?

Yes. Tables and chairs are included with your rental. The Train Depot has a total of 50 chairs, three 8ft rectangle tables and seven 5ft round tables. *No linens are provided.*

Can I play music at my rental?

Of course! However, city ordinance requires all music done by 10pm.

Can I serve alcohol at my event?

Yes. We do allow alcohol for certain events at the Train Depot. Alcohol is restricted to beer, wine and champagne. **Kegs are not allowed.** If interested in serving alcohol, an **Alcohol Beverage Request Form** must be completed and approved by the rental coordinator and Executive Director. Form is available at <http://www.siviewpark.org/virtual-backpack.html>. A **Banquet Permit** must be obtained from the Liquor Control Board. 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. Alcohol service must end one hour before your scheduled rental ending time.

Am I required to purchase event insurance?

Possibly. This will depend on your event. Most events are required to purchase insurance, and all events serving alcohol are required to. 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. Liquor Liability must be included with events serving alcohol.

Can I have decorations at my event?

Yes, with some restrictions. 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.

Do I have to clean the facility after my use?

Yes, unless a clean-up package is purchased in advance. Cleaning responsibilities include take down and storing of all tables/chairs, sweeping/mopping the rooms used and cleaning any marks off walls/doors/mirrors, and taking out the garbage. For a complete list of requirements please contact the rental coordinator. Additional staff time required for any cleaning will be charged to the renter and deducted from the damage deposit. Clean-up time must be included in the rental time.

What is the fee of staying past my scheduled rental time?

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.

What is included in the cleanup package?

If you don't want to worry about cleaning up after your event then this is for you! 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 10pm. Renters opting for the clean-up package are required to have all decorations down, tables cleared, personal belongings and guests out of the facility by the scheduled end time. Si View staff will then proceed with facility clean-up. Please note the cleanup package includes clean up INSIDE the train depot. All equipment set up outside must be returned inside by the renter.

Can I come in early to start setting up?

No. Your rental time starts at your scheduled time, if you purchased the set-up package then Si View staff will have the room set (tables/chairs) by your start time. No early entrance is allowed. Renters starting early will be charged double the rental rate for hours not included in the rental contract.

What is included in the set up package?

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. A detailed floor plan is due to the rental coordinator two weeks prior to the event. The set up package is for the initial set up of INSIDE the building. 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.

Can I have rental items delivered to the North Bend Train Depot?

Yes. We know that groups will sometimes need to rent additional items that can be delivered directly to the Train Depot, but must be delivered during the rental time. Si View staff cannot sign for any deliveries. No items can be stored at the Train Depot overnight.

What happens if I need to cancel?

Rental cancellations will result in a cancellation fee of \$25 per reserved room/date or 50% of the rental fee, whichever is less when more than a 2 month notice is given. Cancellations made between 2 months and 2 weeks prior to the rental date will result in a cancellation fee of \$25 per reserved room/date or 50% of the rental fees, whichever is more. Rental cancellations made with less than a 2 week notice will not be refunded.

Can I change the hours of my event?

Of course, however reduction of hours will not be refunded if requested with less than a 2 week notice.

More questions?

Please contact us at (425) 831-1900 or info@siviewpark.org