

Si View Metro Parks – Park Rentals

Si View Park – 400 SE Orchard Drive, North Bend

Tollgate Farm Park – 1300 W North Bend Way, North Bend

Torguson Park – 750 E North Bend Way, North Bend

How do I reserve space at one of the park facilities?

To reserve space at one of Si View MPDs park facilities please complete the **Facility Request Form**, available at <http://www.siviewpark.org/parks-facilities.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?

No. Unless renting the picnic shelter at Si View Park, no other equipment is provided for park rentals. Tables are included with Si View Picnic Shelter rentals.

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?

Possibly. We do allow alcohol for certain events at our parks. However, a Special Event Permit is required through the City of North Bend for alcohol service. Alcohol is restricted to beer, wine and champagne. A beer garden that is fully fenced in is required for any alcohol service in a park. If interested in serving alcohol an **Alcohol Beverage Request Form**, in addition to the special event permit application, 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. 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! Cleaning responsibilities include take down of all personal decorations and placing all refuse in the garbage. You must return the park area you rented back in the same condition as you started and free of all garbage. For a complete list of requirements please contact 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.

Can I come in early to start setting up?

No. Your rental time starts at your scheduled time, No early entrance is allowed. Renters starting early will be charged double the rental rate for hours not included in the rental contract.

How does parking work?

It is the renter's responsibility to keep the parking areas clean and organized. Please contact the rental coordinator if you need assistance in developing a parking plan.

Can I have tents at my event?

Yes! However, tents over 400sqft are required to have an additional permit through the City of North Bend. It is the renter's responsibility to obtain this permit.

Can we camp overnight at our event?

Possibly! Overnight camping is not allowed in any park without a Special Event Permit from the City of North Bend.

Can we have fires at our event?

Possibly! Fires are regulated by Eastside Fire and Rescue, if a fire is permitted through the rental coordinator then an additional permit must be acquired through Eastside Fire and Rescue. It is the renter's responsibility to obtain these permits.

Can I have rental items delivered to the park?

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