



FACILITY RENTAL INFORMATION 2024

Si View Community Center





Reservation Information

Contacts

Location: 400 SE Orchard Drive North Bend, WA 98045

Mailing: PO Box 346 North Bend, WA 98045

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

Email: info@siviewpark.org

Si View Community Center

Hours

Monday-Thursday: 8am-10pm

Friday: 8am-midnight

Saturday: 8am-midnight

Sunday: 9am-10pm



Reservation Process:

1. Availability: please call 425-831-1900 or email info@siviewpark.org for community center availability.
2. Once a date is selected, complete the facility request form:www.siviewpark.org>rentals tab>SI View Community Center> "Facility Request Form"
3. Si View will respond with any applicable questions and prepare a facility agreement.
4. Review, sign, and return the agreement to info@siviewpark.org
5. An invoice with payment information will be email; deposit is due immediately.



COMMUNITY CENTER FEES 2024

Si View Community Center

400 SE Orchard Drive North Bend, WA 98045

Whether you are looking for a venue for a large wedding, birthday party or simply a meeting room, let us help you. Si View Community Center offers a scenic setting with Mount Si as the backdrop and is conveniently located in downtown North Bend just a few blocks from I-90 exit 31. Onsite parking and lighted walkways, tables, chairs, AV equipment and other accessories are available. **The gym** offers a full sports court and an elevated stage. It can serve as a venue for sports team practices to fundraising events to family reunions. **The social room** with natural light and beautiful wood floors is ideal for birthday parties. The **classroom** with an art sink and AV equipment is suitable for meetings, hands-on programs and parties.

There is a 20% differential between *Resident* and *Non-Resident* rates. This funding model provides equitable contribution towards District operations by all patrons. Si View Metropolitan Park District covers the city limits of North Bend as well as unincorporated areas of North Bend and Snoqualmie.

RENTAL FEES	Mon-Thu	Fri-Sun
Monday-Thursday (1 hour minimum rental)	<u>Hourly Rate</u>	
Friday-Sunday (3 hour minimum rental)	*(R) (NR)	*(R) (NR)
Community Center (Max 375)	\$160 \$192	\$187 \$224.40
Social Room (Max 49)	\$53 \$63.60	\$59 \$70.80
Classroom (Max 29)	\$43 \$51.60	\$51 \$61.20
Stage Classroom (Max 25)*	\$34 \$40.80	\$38 \$45.60
Kitchen	\$30 \$36	\$30 \$36
Gym - Non athletic activity (Max 250)	\$72 86.40	\$85 \$102
Gym - Athletic Activity (game/practice)	\$57 \$68.40	\$67 \$80.40
North Annex (Max 30)	\$36 \$43.20	\$41 \$49.20
Alcohol Fee—Groups less than 100	\$50/event	
Alcohol Fee—Groups over 100	\$100/event	
Additional Staffing Fee (groups over 125)	\$26/hr	

*(R) Resident Rate | (NR) = Nonresident Rate

Non-profit's with 501c3 are eligible for 25% discount Please Inquire



OPTIONAL ITEMS	
Rental Set Up—Classroom/Social/Stage	\$50/room
Rental Set Up—Gym	\$200
Rental Clean Up—Class/Social/Kitchen	\$60/room
Rental Clean Up—Gym	\$200
Coffee Urn Rental	\$25
AV Equipment Use (equipment varies)	\$50
Lighting Package (available in gym)	\$100

DAMAGE DEPOSIT	
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



Reservation Information

Virtual Tour

- Take advantage of an online tour! View the community center now! www.siviewpark.org>rentals tab>Si View Community Center> “Take Virtual Tour of Si View” icon

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.

What is your cancellation policy:

- 61 days or more notice: \$25/space reserved or 50% of the total hourly rental fee, whichever amount is less.
- 15 to 60 days notice: \$25/space reserved or 50% of the total hourly rental fee, whichever amount is more.
- 14 days or less notice: No refund.

Can I edit my 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 provide an updated facility agreement that will need to be signed immediately. Any charges will be added or subtracted from the existing invoice.

Can I change the time of my rental:

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





Rental Information

What space is included in my rental?

- **The Gymnasium** offers a full sports court with basketball hoops and an elevated stage. It can serve as a venue from sports team practices to fundraising events to family reunions.
- **Social Room** offers a bright and roomy space with lots of natural light and beautiful wood floors. This is an ideal location for birthday parties.
- **Main Classroom** with an art sink and AV equipment is suitable for meetings, classroom activities or birthday parties.
- **Community Center** is great venue for large fundraisers, weddings and more with a welcoming lobby area and spacious meeting rooms. Commercial kitchen (risk category II) is also available for event food prep and cold storage.

Are tables and chairs included in my rental?:

- Tables and chairs are included with your rental. Linens are not provided. Not all tables and chairs are available for use unless full community center is reserved. We will do our best to accommodate every rental.
- 150 chairs, 19—5ft round tables, 18—2x6ft rectangle tables

Will there be staff onsite during my rental?

At least one Si View Parks staff will be onsite from before your rental time until after the rental is complete. Onsite staff are 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, etc.).

Can I come early to set up? Can I stay later than my rental time? How should I handle deliveries?

- **Early Entrance**—Renters are not permitted to enter the building early. Renters will be allowed entrance at the agreement start time.
- **Staying Late**— Renters must have all belongings cleared, and clean up complete, if necessary, by the agreement end time. If a group goes over their scheduled time an additional fee will be charged to the renter at double the hourly 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.

Can I decorate? Can I have candles? Can I have sparklers?

- Decorations are allowed given the following: No materials can be stapled, screwed, nailed, pinned, or taped to any ceiling, walls, floors, columns, partitions, windows, lights, or furnishings inside or outside the building. Tabletop and free-standing decorations work great!
- Candle use is regulated by Eastside Fire and Rescue and ONLY floating candles are allowed.
- Sparklers, fireworks, smoke machines, fog machines or pyrotechnics of any kind are prohibited.

Clean-up

Clean-up includes: clearing of trash and replacing with empty bag; sweeping, and possibly mopping the 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:

The parking lot has 71 spaces, 4 of which are handicap spaces. There is also street parking available around the facility. The parking lot remains open to all park and community center users and spaces are not guaranteed

Capacity:

- Gymnasium: 250
- Social Room: 49
- Main Classroom: 29
- Full Community Center: 375





Extra Services

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

Table and chair set up in the gym by Si View staff is available for an additional \$200. 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 Community Center 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?)

Clean-up in the gym by Si View staff is available for an additional \$200. 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 the 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 Community Center. All equipment set up outside must be returned inside by the renter.

Music

The A/V package is \$50 and includes use of the stereo system and/or projector. The stereo system can be connected to your device via usb cord or bluetooth, and has AM/FM radio. You are welcome to bring your own speaker/stereo system and/or DJ. We do ask that the music not interfere with other facility programs. City ordinance requires all music done by 10pm.



Alcohol Use

Fee:

A \$250 deposit is required with alcohol use and is due with the initial deposit. The alcohol fee is based on your group size 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 Washington State Liquor and Cannabis Board is required and must be displayed during your event. 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 Washington State Liquor and Cannabis 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, cider, wine, and champagne are permitted. Hard alcohol is not permitted.

