

# North Bend Train Depot



## 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](mailto: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](http://www.siviewpark.org)>rentals tab>Train Depot> “Online Reservation Request”
2. Once a date is selected, complete the facility request form:  
[www.siviewpark.org](http://www.siviewpark.org)>rentals tab>Train Depot> “Facility Request Form”
3. Si View will respond with any applicable questions and pass a facility agreement.
4. Review, sign, and return the agreement to  
[info@siviewpark.org](mailto:info@siviewpark.org)
5. An invoice with payment information will be email; deposit is due immediately.

## 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.



<b>RENTAL FEES</b>	
<b>(3 hour minimum rental)</b>	
<b>Private Events</b>	<b>Hourly Rates</b>
Monday-Friday (8am-5pm)	\$41 (R)   \$49.20 (NR)
Monday-Friday (5-11pm)	\$70 (R)   \$84.00 (NR)
Saturday-Sunday (8am-11pm)	\$70 (R)   \$84.00 (NR)
<b>Non-Profit Rentals</b>	<b>Hourly Rates</b>
Monday-Friday (8am-5pm)	\$17   \$20.40
Monday-Friday (5-11pm)*	\$19*   \$22.80*
Saturday-Sunday (8am-11pm)*	\$19*   \$22.80*
<b>* Hourly Staffing Fee</b>	\$26

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

\*staffing fee may apply

<b>OPTIONAL ITEMS</b>	
Rental Set Up	\$100
Rental Clean Up	\$100
Alcohol Fee	\$50

<b>DAMAGE DEPOSIT</b>	
Groups 1-25 guests	\$50
Groups 26-50 guests	\$100
Alcohol service (additional)	\$250







# Reservation Information

## 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 no later than two weeks prior to the date of your rental. The balance can be paid at any time between the de-posit 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.



## What space is included in my rental?

Reserving the Train Depot (building) gives the renter access to the 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).

## Are tables and chairs included in my rental?

- 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.

## Will there be staff onsite during my rental?

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. 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 setup? 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?

- 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, 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](mailto: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?)

Interior 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. 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.

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.

## Can I have music during my event?

You are welcome to bring your own speaker/stereo system. City ordinance requires that all music must end 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](mailto: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](mailto:info@siviewpark.org). Banquet permit: <https://lcb.wa.gov/licensing/online-banquet-permit>
- All events serving alcohol are required to provide event insurance. This is done through a third party and once obtained, should be submitted to [info@siviewpark.org](mailto:info@siviewpark.org).
- When purchasing insurance, renter must provide an additional insured certificate to:
  - Si View Metro Parks
  - Meadowbrook Farm Preservation Association
  - City of North Bend
  - City of Snoqualmie
- Insurance is required for the day and rental hours of the event in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate and must include Liquor Liability.
- 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](mailto: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.**