

# 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:** [info@siviewpark.org](mailto:info@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 2024

## 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. 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. Building capacity is 125. Wifi is not available.



<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)	\$91	\$91
Monday-Thursday (5pm-10pm)	\$115	\$115
Friday (5pm-12am)	\$160	\$175
<b><u>Building Weekend Rentals - PACKAGE RATES</u></b>		
Saturday/Sunday (10 hour rental)	\$1679	\$1858
Saturday/Sunday (5 hour rental)	\$898	\$987
Additional Hourly Rate	\$185	\$208
<b><u>Field Rentals</u></b>		
Rec Field OR Dike Road Field w/o Building	\$515	\$515
Rec Field w/ Building (parking)	\$347	\$347
Dike Road Field w/ Building	\$347	\$347
<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)	\$26/hr	
<b><u>Commercial Rentals</u></b>		Negotiable

<b>OPTIONAL ITEMS</b>	
Rental Set Up - indoors only	\$200
Rental Clean Up* - indoors only	\$300
Fire Pit (Additional Permit Required)	\$35
Arbor Rental	\$50
AV Use (limited capabilities)	\$50
*required with alcohol or if group size is 50 or more	

<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 prepare a facility agreement.
4. Review, sign, and return the agreement to [info@siviewpark.org](mailto:info@siviewpark.org)





# Reservation Information

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

## Is the damage deposit refundable?

- As long as all rules are followed, no damage occurs and the event ends on time, the renter will receive their full deposit back within 2-4 weeks in the same form it was originally paid.

## What is your cancellation policy?

- For 2024 rentals - 61 days or more notice: \$25/space reserved or 50% of the total hourly rental fee, whichever amount is less.
- For 2024 rentals - 15 to 60 days notice: \$25/space reserved or 50% of the total hourly rental fee, whichever amount is more.
- For 2024 rentals - 14 days or less notice: No refund.
- For 2025 rental cancellation policy please see page 13.

## 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.

## Special Requests:

- For special accommodation rentals (overnight rentals, camping, drone use, etc.) please contact [info@siviewpark.org](mailto:info@siviewpark.org) for additional information.



# Rental 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 the building. See page 11 for reference.

## Can I rent Meadowbrook Field?

The Meadowbrook Field can be reserved for \$347 when the Interpretive Center is rented. Groups over 75 are required to reserve the field. Parking on the field is OK with field reservation. See page 11 for reference.

## What is the capacity of Meadowbrook Farm?

The Interpretive Center has capacity of 125 people.

## Are tables and chairs included in my rental?

Tables and chairs are included with your rental. Linens are not provided. Our current tables and chair counts are:

- 125 chairs
- 13 five ft round tables
- 12 six ft rectangle tables (2 1/2 ft wide)
- 4 eight ft rectangle tables (2 1/2 ft wide)

## 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. Groups of 125 and over require an additional staff for \$26/hr during use. 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, do exterior setup, 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 the Interpretive Center? 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

Purchase of the indoor 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 [info@siviewpark.org](mailto:info@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 on the field along 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 [info@siviewpark.org](mailto:info@siviewpark.org).



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

Interior table and chair set up by Si View staff is available for \$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. The set-up package is only available for indoors.

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 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 indoor clean-up package can be purchased for \$300. 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.

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 only includes cleaning of the INSIDE the interpretive center. All equipment set up outside must be returned inside and any garbage cleaned up 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 usb cord, bluetooth, and has AM/FM radio. You are welcome to bring your own speaker/stereo system and/or DJ. City ordinance requires that all music must end by 10pm. This site does not have Wi-Fi.

## 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 [info@siviewpark.org](mailto:info@siviewpark.org)

## Arbor:

We have one arbor 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 [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. Field events are not allowed to serve alcohol without a fully enclosed beer garden.

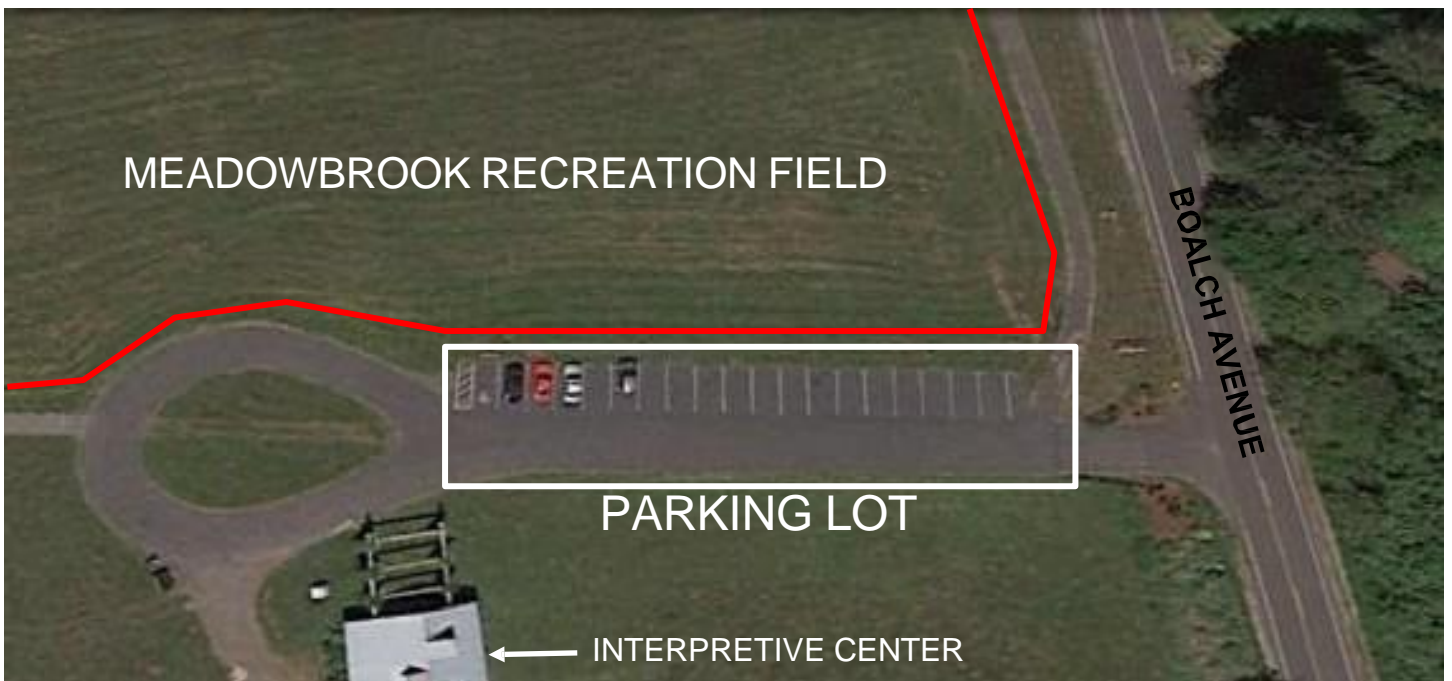
## What type of alcohol is allowed?

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

## Kegs:

Please contact [info@siviewpark.org](mailto:info@siviewpark.org) to request keg use.

## Meadowbrook Farm



## Fire Pit



## Lighting Package (included)



## Arbor



### What is your 2025 cancellation policy?

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