



# PARK & FIELD RENTAL INFORMATION

## 2024

# Si View Metro Parks—Park Rentals

## Rental Procedures / FAQ

### Contacts

#### Locations:

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

Mailing: PO Box 346 North Bend, WA 98045

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

### Reservation Process:

1. Availability: please call 425-831-1900 or email [info@siviewpark.org](mailto:info@siviewpark.org) for pool availability.
2. Once a date is selected, complete the facility request form: [www.siviewpark.org](http://www.siviewpark.org)>rentals tab>SI View Park (Tollgate Park or Torguson Park)> “Si View Pool Rental Request Form”
3. Si View will respond with any applicable questions and prepare a facility rental 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.





# PARK & FIELD RENTAL FEES 2024

## Si View Park

400 SE Orchard Drive North Bend, WA 98045

Welcome to Si View Park, also the home of Si View Community Center and Pool. The park features a full size outdoor basketball court, a picnic shelter, "Big Rock" playground and "Zip Line" playground, restrooms, concession stand, drinking fountains, parking plaza and a ½ mile paved trail around the park. The park's multiuse sports fields consists of a base-ball field and two grass youth soccer fields.



## Tollgate Farm Park

1300 W North Bend Way North Bend, WA

Tollgate Farm Park offers an array of recreational experiences to all visitors from scenic walking trails to playground, restrooms, picnic areas and open fields. This large field will fit two full size soccer fields and the capability to host micro soccer, t-ball and cricket. Parking access is from North Bend Way.



## Torguson Park

750 E North Bend Way North Bend, WA 98045

Torguson Park offers active recreation opportunities for residents and visitors alike. It consists of five baseball/softball fields, one soccer field, restrooms, skateboard park, picnic shelter, state of the art bike park, tot lot playground and climbing tower.



Picnic Shelters/Areas	Hourly Fee (3hr min.)	Full Day (8hrs)
Picnic Shelter (Si View & Torguson)	\$21.00/hr (R)   \$25.20/hr (NR)	\$147 (R)   \$176.40 (NR)
Picnic Area (Tollgate) - <i>not covered</i>	\$21.00/hr (R)   \$25.20/hr (NR)	\$147 (R)   \$176.40 (NR)
Concession Stand Rental (SV & Torguson) (add. Permits may be required)	\$42/day	
	Resident	Non-Resident
Torguson/Si View/Tollgate—Full Park	\$51/hr	\$61.20/hr

Ballfields		Resident (R)		Non-Resident (NR)		DAMAGE DEPOSIT	
Torguson/Si View/Tollgate		Youth	Adult	Youth	Adult		
Field Use— Practice (2hr min.)	Hourly per field	\$27	\$40	\$32.40	\$48	Groups 1-25 guests	\$50
Field Use— Game (2hr min.)	Hourly per field	\$35	\$46	\$42	\$55.20	Groups 26-50 guests	\$100
Field Use—Tournaments	Hourly per field	\$48	\$58	\$57.60	\$69.60	Groups 51-75 guests	\$150
						Groups 76-100 guests	\$200
						Groups 101+ guests	\$250
Field Prep Fees—Games	*1st game included in hourly rate	\$58/game		\$58/game		Game/Practice Deposit	\$100
						Tournament Deposit	\$250



# PARK RENTAL INFORMATION

## 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, the renter will receive their 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 that all music end 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. The Alcohol Beverage Request Form is available at <http://www.siviewpark.org/virtual-backpack.html>. A **Banquet Permit** must be obtained from the Washington State Liquor and Cannabis Board. Groups interested in 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. Alcohol service must end one hour before your scheduled rental end time.

## Am I required to purchase event insurance?

**Possibly.** This will depend on your event. Most special events and all events serving alcohol are required to purchase 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. 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 including taking 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 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.



# PARK RENTAL INFORMATION

## 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 hourly rental fee, whichever is less when more than a 60 days notice is given. Cancellations made between 15 and 60 days prior to the rental date will result in a cancellation fee of \$25 per reserved room/date or 50% of the hourly rental fees, whichever is more. Rental cancellations made with 14 or less days 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](mailto:info@siviewpark.org)



# FIELD RENTAL INFORMATION

## 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/Field 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.

## How is field usage times allocated?

When scheduling ball fields, Si View Metropolitan Park District activities have priority over private rentals. Local youth organizations, local adult organizations and Snoqualmie Valley School District have priority over other youth and adult organizations. A field's configuration and size will determine the age group scheduled for each field. Highest quality fields will be reserved for game use during peak season.

## Can I reserve fields for the full season at once?

Long-term and on-going rentals require approval by the Executive Director. In most cases requests for an ongoing rental will be approved for no more than six (6) months at a time. Ongoing rentals will be invoiced monthly.

## Are the damage deposits refundable?

**Yes!** 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 size fields are available?

Si View Park baseball field base lengths are adjustable to 60-70-80-90 ft, the mound from 46 to 60 ft 6 inches. A portable mound with pitching rubber is available. Si View has two 300 ft x 195 ft multiuse grass fields, most commonly used for soccer and lacrosse.

Torguson Park has five baseball fields with 60 ft base length and mound at 46 ft. A full regulation size grass soccer field is also available.

## Is field prep included?

Fields will not be prepped for practices. Fields are prepped for the first game only – additional fees are charged for additional games. Teams shall not be allowed to warm up or take the field while maintenance crews are working.

## Are bases provided?

Yes. Bases are provided. Please do not remove them.

## What happens if the field is closed due to inclement weather?

During periods of inclement weather, ball field closures may result as determined by the Park District. Ball field status is updated by 3pm Mon-Fri and 9am Sat-Sun on the district website <http://www.siviewpark.org/athletic-fields.phtml>.



# FIELD RENTAL INFORMATION

## What if the field conditions do not meet our needs?

All facility maintenance shall be performed by Department staff unless written authorization has been approved. Please do not dig ditches or apply foreign materials to fields in an attempt to dry-out the field. Vandalism fines will be charged. Do not make any modifications to any facility.

## 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 hourly rental fee, whichever is less when more than a 60 days notice is given. Cancellations made between 15 and 60 days prior to the rental date will result in a cancellation fee of \$25 per reserved room/date or 50% of the hourly rental fees, whichever is more. Rental cancellations made with 14 or less days notice will not be refunded.

## My team can't make our scheduled game, can I trade with another group at last minute?

No-show fines, improper trading of field times/fields shall result in an issuance of a written warning upon the infraction. Second infraction shall result in a written notification and the following fees: \$32 for no shows/game and \$26/practice. Other infractions \$20/each. Any individual/team that violates any rule or regulation may be required to leave the facility.

## 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.

## Am I required to purchase insurance?

All organizations renting field space must submit a certificate of insurance with an endorsement naming Si View Metropolitan Park District and City of North Bend as additional insured. Policy must provide a minimum of

\$1,000,000 general liability coverage and \$2,000,000 aggregate liability. is required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

## Do I have to clean up after my field use?

Yes! Field users are responsible for clearing out any trash or debris on the field or near spectator areas after use. 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.

## More questions?

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