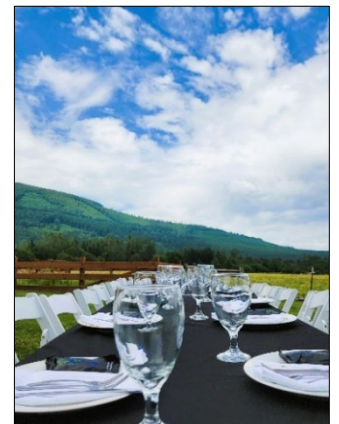


Tollgate Farm Park



Contacts

Park: 1300 West. North Bend Way
North Bend, WA 98045

Farmhouse: 901 Bendigo Blvd N,
North Bend, WA 98045

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

Email: info@siviewpark.org

Tollgate Farm Hours

Park: Dawn - Dusk

Farmhouse: 9:00am – 10:00pm

Tollgate Farm Park is a favorite with both locals and out of town visitors. The 410-acre historic farm property and open space is owned by the City of North Bend and the amenities have been developed and are maintained and programmed by Si View Metropolitan Park District. The park offers an array of recreational experiences to all visitors from scenic walking trails to playground, picnic areas, agricultural programs, and open fields for sports. Parking access is from North Bend Way near the playground and Bendigo Boulevard North by the Farmstead.



Trails

The full exterior gravel trail loop measures 1 mile. The loop around the pasture measures 0.8 miles while the loop closest to the playground is 0.5 miles long. A short 0.3 mile connector trail from the Farmhouse provides access to the regional Snoqualmie Valley Trail. Watch for farm equipment near the Barn as this area is in active use. Please always keep pets leashed. Elk are known visitors to this park, you can enjoy wildlife from distance but please don't approach wildlife.

Sports Fields and Picnic Area

The Sports fields have been recently improved and are in use for youth and adult sports, including cricket and soccer with funding from King County Youth and Amateur Sports Grant program.

Farmstead

Tollgate Farm Park site is uniquely suited to connect the community with food through farm-based experimental learning opportunities including vegetable farming and growing small livestock, u-pick opportunities for the public, youth programs and camps, workshops for adults and a future farm stand.

The Farmstead improvement projects have been supported by the community through capital bond measures, and grant programs such as the Washington State Heritage Capital Projects Grant and King County 4 Culture Saving Landmarks Grant that have funded to rehabilitation of the farmhouse for use as a community space. The air-conditioned Farmhouse can accommodate up to 24 guests, with seating for 18.

The Farmstead parking area contains 14 parking spots and is located at 901 Bendigo Boulevard North.

Reservation Process

1. Complete the facility request form: www.siviewpark.org>rentals tab>Tollgate Farm > “Facility Request Form”
2. Si View will respond with any applicable questions and prepare a facility agreement.
3. Review, sign, and return the agreement to info@siviewpark.org



General 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 rental 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?

- 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.

Special Requests:

- For special accommodation rentals please contact info@siviewpark.org for additional information.

Farmhouse Rental Information:

What is the capacity of Tollgate Farmhouse? Are tables and chairs included in my rental?

The Farmhouse has a maximum occupancy of 24 people. Indoor seating for 18 is included with your rental. Outdoor tables and chairs, linens and tableware are not provided.



Does the Farmhouse have WI-FI?

No. Wi-Fi is not available at the Farmhouse.

Will there be staff onsite during my rental?

No. You will be provided with an entry code for building access, but no staff will be onsite.

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 farmhouse? 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.

Is parking available at the Farmhouse:

Parking is available in the Farmhouse parking lot (14 spaces)

Can I have tents at my event?

Yes. 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.

Alcohol use:

A \$250 deposit is required with alcohol use and is due with the initial deposit. The alcohol fee is \$50. 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.
- 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>
- 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.
- When purchasing insurance, renter must provide an additional insured certificate to:
 - Si View Metro Parks
 - City of North Bend
- 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

Rules:

Alcohol service must end one hour before your scheduled rental ending time. Park 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.** Please contact info@siviewpark.org to request keg use.

Do I have to clean up after my rental?

Clean-up must be completed by the renter during rental hours. 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. For a complete list of requirements please contact info@siviewpark.org.



Park Reservation Information



Is there equipment available for use with my rental?

Use of the park picnic tables is included with your rental.

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?

General consumption of alcohol is not allowed in park space; however, 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. 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. Event insurance is also required.

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 include 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.

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 renters responsibility to obtain this permit.

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.

Sports Field Reservation Information

How are field usage times allocated?

When scheduling sports 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.

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.

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.

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.

