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What types of events are held at the Pickering Barn?

The Barn is a great facility for wedding ceremonies, receptions, banquets, corporate events, seminars, auctions, celebrations and trade shows.

What is the Pickering Barn's capacity? 400 people per fire code, parking & restrooms.

What parts of the facility are included in my rental? When you rent the facility, you rent the entire facility & have access to...

The Hay Barn = Not Heated / 3,060 sq. ft.

It can house up to 350 for a wedding ceremony or seated function.

*225 fit well on the wooden floor, remaining chairs would be set on the concrete floor

160 for a reception with room for dancing, food, drinks, etc.

The Dairy Barn = Heated / 6,342 sq. ft.

It can house up to 400 people. Often used for receptions with plenty of room for dancing, food, drinks, etc. Also, you can easily fit a ceremony & reception in just the Dairy Barn if your group is no more than 250 people. This would give you ½ the room set for a ceremony & ½ set for a reception. Or, if you had all guests seated at rounds for a ceremony then 400 people could be accommodated.

The Courtyard = Outdoor park-like space with gazebo structure. The lawn is a very popular space for outdoor wedding ceremonies. We can accommodate up to 350 chairs on the lawn for a courtyard ceremony.

Additional Facility Areas:

The Lobby - This space connects the Hay Barn & Dairy Barn. This is the main point of entry to the Barn. (16'x28')

The Jersey Room – Classroom / Dressing Room (17'x24')

The Holstein Room – Shared Storage Room for decorations, supplies, etc. (17'x24')

The Creamery - Catering Prep Room (16'x27')

How much parking is available for my guests?

145 parking spaces are available in the front Pickering Barn Parking Lot - 6 disabled spaces. On the weekends parking is available in the upper Costco Employee lot which adds additional spaces.

When is the best time to visit the Pickering Barn? Tours are scheduled by appointment only. During our Farmers Market Season (mid-April through mid-October) you can stop by on Saturdays between 9 a.m. – 2 p.m. for a self-guided tour.

How early & how late can we rent the Barn? Monday - Friday, non-Market Saturdays & Sundays the facility can be rented as early as 7 a.m. and as late as 12 a.m. upon availability.

If we want to book our event for a Saturday during the Farmers Market season how early can we get in?

3 p.m. is the earliest entry we will allow on a Market day.

How far in advance can I book the Pickering Barn?

If your event is between the months of January 2010-June 2010 you are able to book as early as January 2, 2009. If your event is between the months of July 2010-December 2010 you can book as early as June 1, 2009.

When can I book a rehearsal?

You can book a rehearsal date three months before your event at the beginning of the month. If you wish to have a Friday rehearsal you must wait 30 days before your event date to book.

How can we heat the Hay Barn if we are using it during the colder months (November – March)?

We suggest you rent an industrial heating unit, such as a diesel heating generator (See Page 20). This is the only approved method for heating the Barn. A list of heater rental companies are listed on our event services list. Our fire code, does not allow space heaters or patio umbrellas. Most groups, during the months of November – March, rent the heating unit. Some groups have provided blankets, hot beverages or simply suggested that guests dress warm to avoid the expense.

If we are hoping for an outdoor ceremony / event, how last-minute must we confirm our plan to accommodate the weather? If provided with a Plan A (outdoor & indoor use) and a Plan B (indoor use only) prior to your event, we can usually accommodate your decision upon your arrival to the facility on the day of your event as long as nothing has been set yet. The facility and its staff however can overrule a guest's choice to protect facility equipment if needed.

Would we share the facility with another group?

No, when you rent the facility you rent the entire facility. Unless authorized, we would not rent to two groups at the same time.

Will we have Barn staff on-site to assist us?

Yes – a facility staff member will be on-site throughout the duration of your rental period. The labor fee you are charged indicates how many staff members. Smaller groups will have less than larger groups.

What are the Barn's facility staff responsible for?

Our staff are responsible for unlocking & locking the facility, set-up & tear-down of the facility-owned equipment needed for your event, garbage emptying, restroom supply restocking / cleaning, equipment transitioning of facility-owned equipment, supervision of group decorating & supervision of guest behavior. Think of them as "security custodians."

Is the room I rent going to be set with the tables & chairs before I get there?

Set-up of all facility equipment and decorations begins at the beginning of your rental. The facility is NOT PRE-SET. During the 1st hour of your rental our staff will be setting up the tables & chairs you've requested. We work well having you decorate while we set-up. If you want the facility 100% set with equipment before you arrive you'll want to purchase an additional hour prior to when you will be arriving.

How long will it take for your staff to set-up the facility equipment?

This is dependant on how much equipment is needed.

Do you decorate the facility for us?

No, decorating is the responsibility of the renter, although the Barn has so much character of its own, not much decorating is necessary. Many have friends and family assist with decorating. Some contract the decorating with their caterer or florist and others hire professional event coordinating assistance.

The decorations in our photos, including the ceiling lights & hanging fabric, are done by the individual renters or by hired decorating companies. They are not provided by the facility or hung by our Staff.

Can we hire your staff to decorate for us?

No, unfortunately our staff can not be hired by the renters for additional assistance beyond what the City has hired them to do.

How high up are the ceiling rafters?

12 feet – Please see floor plan

How do people usually hang things from the ceiling rafter?

They use zip ties or fishing wire. Or sometimes, the decorations can be pre-wrapped on dowels and then tied onto the rafter with zip ties. Please avoid using nails, tacks, staples, glue and tape. Your Damage Deposit will be affected if these items are used.

Do you provide ladders for us to use?

We have 3 8ft ladder that are available for your use. Many bring in additional or taller ladders to complete their decorating. Scaffolding or scissor lifts are not allowed.

Are the lights on dimmers?

No, they do not have the ability to dim, but are on staggered circuits which allow you to darken or lighten the room. Some "security lighting" in the Dairy Barn will always remain on as well as the exit signs being lit. Both both rooms get pretty dark and can easily show x-mas lights or candlelight once the sun goes down.

How much time do I get & need to decorate for my event?

You should allow a minimum of 2 hours to decorate & prepare, although the more intricate your decorations the more time that will be needed. Tear-down can usually happen in just 1 hour.

Event Sample Timeframe:

Equipment Set-up & Decorating: 3 p.m. - 5 p.m.

Last Call of Alcohol: 10:30 p.m.

Guests Begin to Arrive: 5 p.m.

Bar Closes & Last Dance: 11 p.m.

Event Runs: 5:30 p.m. - 11 p.m.

Rental of Facility Ends: 12 a.m.

Can we rent the facility past Midnight?

No. Our staff need to go home, the facility needs time to breathe and your insurance covers just a 24 time period.

Can we purchase additional hours the day of our event?

No. Additional hours must be purchased through the Pickering Barn office ahead of time.

Do I need to clean the Barn when my event is over?

Your responsibility will be to remove all personal belongings/materials brought in for your event. If you do not hire a caterer then there will be additional responsibilities with the clean up.

Where can we dispose of garbage/recycle items? Who handles the garbage?

Dumpsters for garbage and recycling are in our parking lot and available for your disposal of unwanted goods. Barn staff will empty your garbage & recycling bins throughout the event. Larger packaging is your responsibility to haul out to the dumpster. Please break-down all boxes to condense space used.

What equipment does the Pickering Barn have for us to use?

Please review the current equipment list in the rental packet for a detailed equipment list.

Does the Barn provide a storage space for our supplies &/or rental equipment?

The Pickering Barn does not have a storage space available so no items may stay overnight. The City will not accept the responsibility for items left.

When can my supplies / rental equipment be delivered?

Your rental equipment and supplies may be delivered at the beginning of your contracted rental time and will need to be picked up at the end of your contracted rental time. We are no longer offering on-site pre and post storage.

Do you provide linens, dishes, serving pieces, etc. for my event?

No you or your caterer will need to supply these types of items.

Can we tape down an aisle runner to the floor? No, please plan an alternative creative weight option such as rocks, bags of marbles, freestanding items to hold the runner in place or a heavier runner.

Can our flower girl throw flower petals down the aisle during the ceremony? Yes, outdoors they must be live petals and indoors they must be silk. You are responsible for picking them up, not our staff. Please do not pre-coat or line the aisle with petals as part of your decoration.

Can we bring in rice/birdseed/confetti/glitter/sparklers, etc.?

We do not allow rice, birdseed, confetti, glitter, or sparklers inside or outside the facility. Use of bubbles "must be used outside only."

Can we decorate with hay bales?

Although this is a Barn, we do not allow hay bales inside or outside the facility due to the mess, fire safety and allergens.

Can we decorate with candles?

Yes - we allow candles as long as they are in a decorative holder that is as tall as the candle & its flame. Floating candles are okay. Candelabras during a ceremony are allowed as long as they are lit just prior to the ceremony & extinguished immediately after by someone in your group. Please see the Candle Allowances sheet provided in the rental packet.

Can we have music outside? Yes.

Is there a dance floor?

The Dairy Barn floor is concrete and the Hay Barn floor is wooden. Groups usually just designate a dance area using our existing floor. Very few rent an actual dance floor, although it is allowed.

Can we decorate the gazebo or trellis work in the Courtyard? Décor can be attached to the gazebo as long as you use floral wire or string only. No nails, tacks staples, glue or tape. Only the trellis work along the Hay Barn entryway and those outside of landscaping beds can be decorated using floral wire or string only. No nails, tacks staples, or tape (not even blue painters tape).

What are your Catering Rules & Regulations? Can we provide our own food? Can we have a pot-luck?

We have an open door catering policy. We allow you to hire the caterer of your choice to fit your needs, budget and taste. However, all food service must be under the supervision of a Licensed Caterer. All caterers should have a current Health Certificate, Business Licenses and Commercial Liability Insurance. Food must be prepared in a commercial kitchen, purchased from a store or delivered from a restaurant and all servers must have a current Washington State Food Handlers Permit. Our facility does not have the accommodations to allow on-site cooking and does not allow privately prepared food such as a "pot luck."

Does the Pickering Barn have a kitchen?

No, but it is has a catering support space which we call "The Creamery." It includes a 2 basin hand-washing sink, 3 basin rinsing sink, 2 commercial refrigerators, 1 small chest freezer, 1 microwave and 3 6'x3' prep tables. There is no stove or oven. Unfortunately, we cannot accommodate on-site cooking – we are not a health certified commercial kitchen. Some caterers however have brought in electric ovens for on-site warming and toasting upon approval. Propane heating is for outside use only upon approval.

Can our caterer BBQ on-site?

Yes, per approval. We have a 10x10 gravel space ideal for barbequing. It is adjacent to the South side of the Creamery. A tarp must be laid down over the gravel for barbeque use to help preserve the concrete. If a pop-up tent is needed over the barbeque it must be sand-bagged.

Is alcohol service allowed at the Pickering Barn?

Yes, alcohol is allowed at the Pickering Barn as long as the Rules & Regulations regarding alcohol service & liability are followed and paperwork is approved by the Rental Division prior to your event.

What type of alcohol can we have at our event? All types of alcohol can be served at the Pickering Barn – beer (including kegs), white / red wine, champagne & hard alcohol.

Do we need a bartender? Yes, all alcohol must be served by a Washington State Licensed Class 12 Bartender. No self-serve of any type is allowed during your rental. Personal use of privately provided alcohol, including flasks, is not permitted. Alcohol set on tables as centerpieces for decoration and self-pour purposes, usually wine, is not allowed. The Bartender will need to have his/her license on-site.

When and where can alcohol be distributed? Alcohol service is allowed during your rented event hours as long as it is served by a Licensed Bartender. Alcohol service must end 1 hour prior to your contractual end time. For example, an event ending at 12 a.m. will do last call at 10:30 p.m. and close the bar by 11 p.m. All alcohol must be consumed within the Farm buildings unless a designated area east of the Dairy Barn has been approved.

Who is responsible for the alcohol at my event? The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract. *The Rules & Regulations are required for your protection!*

Do you require Event Insurance? What does this involve? Yes, most events will be required to provide or purchase insurance. Please see the Rental Office for the requirements and rates that fit your event.

When must I apply for the Event Insurance if I need to purchase it?

If you are applying for our Special Event Insurance, you must submit your application at least 2 months prior to your event. It will take 2 weeks to receive your Event Insurance Certificate.

What paperwork must I provide to the Rental Division to have alcohol service permitted at my event?

Please see the Rental Office for the requirements and rates that fit your event.

If I'm having a wedding do I need a Banquet Permit? No, private events do not need a Banquet Permit.

If I'm planning a corporate or non-profit event, what permits or insurance will I need?

\$10 Banquet Permit or \$60 Special Occasion License and WCIA Event Insurance or Commercial Liability Insurance.

Banquet Permit: \$10 Fee – available for purchase at any local liquor store. Please post permit near the bar during your event. Allows the service and consumption of alcohol, not the purchase of alcohol.

May we have a cash bar, where guests pay for their own drinks?

Private rentals such as weddings, parties and receptions **cannot** have a cash bar. It is illegal per Washington State Law at a facility that does not already operate a licensed bar.

Non-profit organizations & Corporations can have a cash bar, but the following must be followed:

Non-profits Requirements:

1. Special Occasion License (\$60 at the liquor store) instead of the \$10 Banquet Permit. It takes about 45 days to receive approval so apply early!
2. Licensed Class 12 Bartender
3. All proceeds must return back to the Non-profit group, not to the caterer or bartender

Corporate Requirements:

1. \$10 Banquet Permit (purchased at liquor store)
2. Licensed Class 12 Bartender
3. Bartending company / caterer with proper Catering Endorsement approved by liquor control board. This endorsement means that the company is working under the umbrella of its restaurant and has all proper licenses to sell their alcohol at an off-site location with all proceeds returning to the caterer or bartender.

If admission to our event requires the purchase of a ticket or payment upon entrance or is open to the public must I submit any paperwork to the Rentals Division?

Yes, Special Event Insurance or your groups Commercial Liability Insurance will be required.

What is needed to book the Pickering Barn? A Damage Deposit, Signed Contract and Credit Card (Visa or MC) to guarantee the booking.

Do we get our Damage Deposit back? When? If no damage to the facility or equipment was caused during your event, then yes your Damage Deposit will be refunded in the same manner paid within 1 month after your event.

When must we pay our balance in full? Final balances are due 90 days prior to your event.

What if we cancel our booking? You will forfeit your Damage Deposit and depending on how far in advance you cancel you may also owe 50% - 100% of your balance due regardless if you've paid it yet or not. Please review the Cancellation Policy in your contract.

Does the Barn have a Sign Code we must follow? Yes, the Barn must follow the sign code set by the City of Issaquah's Building / Permit Department. Please see your Rental Packet and/or Contract for guidelines.

What's near the Pickering Barn?

The Pickering Barn is located directly across the street from the Issaquah Costco. Also nearby are several restaurants, hardware stores and shopping centers. Hotels are also nearby. For a complete listing of area facilities please go to <http://www.issaquahchamber.com/>.