

Event Rental Rules and Regulations

2023 & 2024

Hello! Whether you're a looking for a great event venue, or you've already secured a date – this booklet contains a wealth of information about the Pickering Barn. Each section of the table of contents is hyperlinked to more information about that topic. All the information contained here is also available on the [City of Issaquah website](#). To get back to the table of contents, click the button on the bottom of each page. The sales & management teams at Pickering Barn look forward to assisting you throughout the event planning process at this historical venue in Issaquah, Washington.

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Experienced Vendors

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Directions to Pickering Barn

Physical Address: 1730 10th Ave. N.W., Issaquah, WA 98027

Mailing Address: P.O. Box 1307 Issaquah, WA 98027

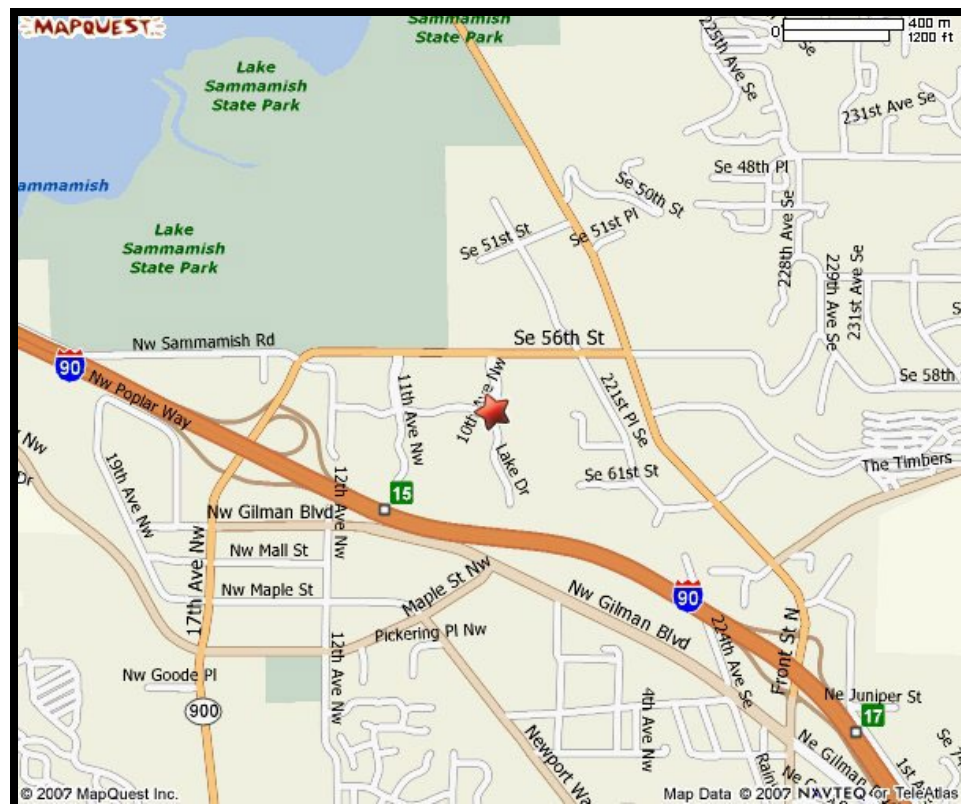
DRIVING DIRECTIONS:

HEADING EAST ON I-90:

- Take Exit 15 – Lake Sammamish Park Exit
- Take a left off the ramp onto 17th Ave.
- Go through three stop lights
- Take a right at the next stop light onto 10th Ave. N.W.
- Take a left into the Pickering Barn Parking Lot, across the street from the Issaquah Costco

HEADING WEST ON I-90:

- Take Exit 15 – Renton Exit
- Take a right off the ramp onto 17th Ave.
- Go through three stop lights
- Take a right at the next stop light onto 10th Ave. N.W.
- Take a left into the Pickering Barn Parking Lot, across the street from the Issaquah Costco



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Overview of Spaces

Hay Barn

Room size: 3060 square feet. 45 by 68.5 feet

Capacity:

- Ceremony on wood and concrete: 350
- Ceremony on wood floor only: 252
- Full reception with room for seating, dancing, bar and food lines: 160

Heating Status: No Heating. No Air Conditioning

Common Room Uses: wedding ceremonies, business presentations, small receptions / celebrations, silent auction and storage.

Dairy Barn

Room size: 6342 square feet. 42.5 by 151 feet

Capacity:

- Full reception with room for seating, dancing, bar and buffet: 350
- Conference / Auction Seating: 350
- Half ceremony and half reception: 250

Heating Status: Heated. No Air Conditioning.

Common Room Uses: large wedding receptions, ceremony and reception combos, celebrations / parties, live auctions, banquets, trade shows, etc.

Courtyard

Size: 16 by 16 feet, Gazebo 103 feet Aisle

Capacity:

- Ceremony seating on grass: 350
- Mingling / outdoor reception: 350

Heat Status: No Heating. No Air Conditioning

Common Room uses: large wedding receptions, ceremony and reception combos, celebrations / parties, banquets etc.

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Lobby

Room size: 448 square feet. 16 by 28 feet

Capacity: 30 people seating bench and activity center and table

Heating Status: No Heating. No Air Conditioning

Common Room Uses: Pickering Barn's main entry, sign-in tables, greeting area, gift tables and point of sale.

Creamery

Room size: 432 square feet. 16 by 27 feet

Capacity: 8 to 12 people

(1) full commercial refrigerator, (1) 20 cubic feet chest freezer, multiple 6-foot tables, microwave, hand-washing sink, 3 basin rinsing sink, black curtain to close off the space from the Dairy Barn view, small outdoor space for barbecuing right outside creamery. Barbecue must be self-provided by a licensed caterer.

Heating Status: Heated. No Air Conditioning

Common Room Uses: Catering prep space and storage.

Jersey Room

Room size: 408 square feet. 17 by 24 feet

Capacity: 25 people

Multiple 6-foot tables, chairs, private dressing area, large wall mirrors and clothing rack.

Note: Room exits directly into Hay Barn / directly to parking lot near North end of Hay Barn

Heating Status: Heated & Portable Air Conditioner

Common Room Uses: dressing room, coat check room, childcare, volunteer space and storage.

Holstein Room

Room size: 408 square feet. 17 by 24 feet

Capacity: 25 people

Multiple 6-foot tables, chairs, stools, large well-lit countertop with mirrors, clothing rack.

Note: Room exits directly into Hay Barn / directly into Courtyard near lobby entrance

Heating Status: Heated & Portable Air Conditioner

Common Room Uses: dressing room, coat check room, childcare, volunteer space, and storage.

Pickering Barn Equipment List: Equipment options & quantities are subject to change. There are no additional costs to use this equipment.

Set up and tear down of equipment is the responsibility of the Renter. One (1) Park Staff member will be on-site to provide access to equipment, answer questions, & supervise.



60" Round Tables
Qty: 40
Best seats a maximum of 8
5' W x 2.5' H



48" Round Tables
Qty: 6
Best seats a maximum of 6
4' W x 2.5' H



30" Round Bistro Tables Qty: 8
Adjustable Height:
2.5' Seats 4 Maximum
3.0' Use for decorations
3.5' Use as cocktail table



6 ft Rectangle Table
Qty: 30
6' L x 2.5' W x 2.5' H



5 ft Rectangle Table Qty: 2
5' L x 2.5' W x 2.5' H



5 ft Rectangle Table
Qty: 3
5' L x 1.5' W x 2.5' H



White Folding Chairs
Qty: 500
17.5" W x 31" H x 15.5" D



DA-LITE Deluxe
Insta-Theater AV Screen
60 in. X 80 in. (or 100 in. Diagonal)
Screen Face

This does not include an LCD Projector. That must be self-provided.



Black Podium with Plexiglass Safety Screen
Qty: 1
24" W x 46" H x 18"
not including screen.



Easels Qty:
2
64" H



Ladders Qty: 2
Stepstool Qty: 1
With the extended height of a person, you can reach the 12' rafters to hang things using our 8'



Wall Mounted Fans
Qty: 2 in Hay Barn; 4 in Dairy Barn.
Please note that our facility has no air conditioning except for the portable units in both dressing rooms.



Insulated Keg Coolers (taps not included)
Qty: 2
Inside the bin: 21" W x 21" H



Extension Cord Covers
Qty: 12
4' L



Event Waste Stations
Qty: 4
Each includes a bin for garbage, recycling & compost. Liners are included.
38.5" H x 44" L x 20" D



Hand Carts
Qty: 8
24.75" W x 48" L

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Here is a list of items frequently asked about that we DO NOT supply or have onsite for use:

Aisle Runner	A-Frame Signs	Arch	Armchairs
Batteries	Bar	Candles	Candelabras
Catering Supplies	Ceiling Fabric	Chalkboard Signs	Charging Cables
Coffee Maker	Coffee Supplies	Computer	Cutlery
Dance Floor	Decorative Lights	Disco Ball	Extension Cords
Glasses	Helium Tank	Highchairs	Ice Maker
Printer	Propane Heater	Kegs	Lighters
Linens	Markers	Matches	Misters
Plates	Power Strips	Scissors	Stage
Tape	Tools	Wood Chairs	Wagon
Yard Games	First Aid Kit		

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Communication Guidelines

Our sales team & management team are most frequently in the office Tuesday-Saturday from 9am-7pm. Availability may vary due to scheduled events. During these days/times, we are available by phone or email to assist with scheduling planning visits, answer questions, and provide event planning information and resources.

We respond to emails and voicemails in the order they are received, and accept new rental reservations on a first come, first served basis. Our small team strives to offer quick responses during available hours. If your inquiry is submitted Saturday-Monday, we will be in touch with you when we return to the office. Occasionally we are unavailable during trainings, conferences, or vacation. During these periods, you may receive an out of office message.

Rental Rates

2023 Wedding & Weekend Event Pricing

January, February, March, April, November & December	May, June, July, August, September & October
<ul style="list-style-type: none">Monday to Thursday: \$2,450Friday: \$3,000Saturday: \$3,400Sunday: \$3,000Additional Hours: \$250 eachOne-Hour Rehearsal: \$300	<ul style="list-style-type: none">Monday to Thursday: \$2,650Friday: \$3,400Saturday: \$3,800Sunday: \$3,400Additional Hours: \$250 eachOne-Hour Rehearsal: \$300

2024 Wedding & Weekend Event Pricing

January, February, March, April, November & December	May, June, July, August, September & October
<ul style="list-style-type: none">Monday to Thursday: \$2,600Friday: \$3,180Saturday: \$3,620Sunday: \$3,180Additional Hours: \$265 each	<ul style="list-style-type: none">Monday to Thursday: \$2,820Friday: \$3,620Saturday: \$4,050Sunday: \$3,620Additional Hours: \$265 each

2023 Weekday Business Event Pricing

(Not available for weddings or on weekends)

Year-Round Pricing

Monday to Thursday	Friday
<ul style="list-style-type: none">Four-hour use of entire facility: \$850Nine-hour use of entire facility: \$1,600Anytime between 7 a.m. to 10 p.m.Thursday rentals must end by 4 p.m. to accommodate evening wedding rehearsals.Additional hours: \$200 each	<ul style="list-style-type: none">Four-hour use of entire facility: \$850Anytime between 7 a.m. to 3 p.m.Bookings needed after 3 p.m. on Fridays will be charged at the higher weekend rate.Additional hours: \$200 each

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2024 Weekday Business Event Pricing

(Not available for weddings or on weekends)

Year-Round Pricing

Monday to Thursday	Friday
<ul style="list-style-type: none">○ Four-hour use of entire facility: \$900○ Nine-hour use of entire facility: \$1,700○ Anytime between 7 a.m. to 10 p.m.○ Additional hours: \$200 each	<ul style="list-style-type: none">○ Four-hour use of entire facility: \$900○ Anytime between 7 a.m. to 12 p.m.○ Bookings needed after 12 p.m. on Fridays will be charged at the higher weekend rate.○ Additional hours: \$210 each

Discounted Rates

Non-Profit Rates

Non-profit organizations, as evidenced by 501(c)3 certificate, are given a 50% discount off the facility rental rate, except on Saturdays.

A non-profit organization can still book an event on a Saturday but must pay full price for the rental. On any day of the week, a nonprofit group would pay a full price deposit, labor fee & insurance fee.

Non-profits, like all other groups, must supply or purchase adequate insurance. This discount is not available to private individual's events, such as weddings or celebrations.

Multiple Day Booking Rates

If you are renting the facility for:

- An event that is open to the public & will be renting the facility for two or more consecutive full days (minimum of nine hours per day) & will not be charging an admission fee for the community to attend, or
- A private corporate / nonprofit event that books the facility for two or more consecutive full days (minimum of nine hours)

You will receive a 30% discount on your facility rental charge, excluding Saturdays. This discount does not apply to the labor fee, equipment fees or insurance.

Deposits

A rental deposit must accompany all completed contracts to secure your booking. The deposit applies toward your total fee.

Deposits

- \$350 deposit: Events held on a Monday through Thursday
- \$1,000 deposit: Events held on a Friday through Sunday and all multi-day bookings.

Note: All weddings must pay the applicable \$1,000 deposit regardless of the event day.

Deposit Refunds

The rental deposit applies to your final rental fees with the remaining balance due 120 days prior to the event. If the facility is damaged, facility equipment requires repair or excess facility time is utilized, the city will hold the renter responsible for additional coverage amounts. The client will be invoiced for these fees with payment due within 30 days.

Rental Fee Information

Auto-payments will be scheduled for remaining balances due and applied to the credit card the renter uploads into the booking system. Renter expressly agrees that failure to successfully supply payment for remaining fees (for a current or cancelled event) by the required due date will result in forfeiture of reserved date(s) and payments made. Payment Due Dates

Payment due and scheduled for auto-charge: Four months (120 days) prior to event date.

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Event Operating Hours

You may select a nine-hour block within these event operating hours. Additional time may be added based on availability.

Monday to Wednesday: 7 a.m.-10 p.m.

- Thursday: 7 a.m.-5 p.m. (Thursday evenings are reserved for wedding rehearsals.)
- Friday: 7 a.m.-midnight
- Saturday
 - Non-Market Season, all Saturdays from October to April: 7 a.m.-midnight
 - Market Season, all Saturdays from May to September: 3:30 p.m.-12:30 am
 - Requests for earlier access to the barn and its grounds will not be granted, including use of the dressing rooms, storage rooms and acceptance of deliveries.
- Sunday: 7 a.m.-10 p.m.

Holidays

Pickering Barn is not available for bookings on the following holidays:

- | | |
|------------------|------------------------|
| ○ New Year's Eve | Fourth of July |
| ○ New Year's Day | Labor Day |
| ○ Easter | Halloween |
| ○ Mother's Day | Thanksgiving |
| ○ Memorial Day | Day after Thanksgiving |
| ○ Father's Day | Christmas Eve |
| ○ Juneteenth | Christmas |

Events scheduled on holidays not listed above will be accepted on a staff-available basis. All holiday bookings will pay an additional \$250 fee to cover increased holiday labor costs.

Events booked on holidays that land on a Monday, Tuesday, Wednesday or Thursday will be charged the Friday/Sunday rate plus the \$250 holiday fee.

Events booked on holidays that land on a Friday, Saturday or Sunday will pay that day's standard rate plus the \$250 holiday fee.

Farmers Market

How the Farmers Market Affects Your Rental

The Issaquah Farmers Market is held inside and outside the Pickering Barn every Saturday from May through September.

All Saturday rentals on these market Saturdays have rental access from 3:30 p.m. to 12:30 a.m. There is no option for earlier access or set-up on a market Saturday; including no use of the dressing rooms to get ready, or access for decorating or dropping off supplies. There is also no option to come in the day before the market begin decorating, unless you also rent out the barn for a full day on Friday. We begin market set-up at 6 a.m., run the market from 9 a.m. to 2 p.m. and clean up from 2 to 3:30 p.m.

Market Dates: Saturdays, May to September

If you are renting on one of these Saturdays, you do not have the option to get into the facility any earlier than 3:30 p.m. the day of your event, no exceptions.

If you are booking your event on a Saturday during the market season, your available access will be limited to nine hours, from 3:30 p.m. to 12:30 a.m. **We recommend a wedding ceremony scheduled no earlier than 6 p.m. with guests arriving at about 5:30 p.m.** This allows time for set up and for your team of vendors to decorate.

Because of the tight timeframe, many choose to rent on a Friday or Sunday instead of Saturday, when earlier access to the facility is available. A full ceiling decoration is nearly impossible on market Saturdays.

Upon arrival to the barn for your event on a market Saturday, all incoming vehicles will need to check in with the market staff managing traffic at the driveway's entrance. You will be escorted to the waiting lot until your 3:30 p.m. access begins.

Touring During the Market

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The farmer's market is a great time to visit the facility for a self-guided tour or to do some planning with family, friends and vendors. No appointment is necessary during this time. All the visits will be self-guided. Feel free to shop and enjoy the market, too!

Insurance

Insurance is required for most events. Proof of insurance must be supplied to the rental office before your event takes place. Please note that personal homeowner's insurance and alternative special-event policies are not accepted.

Self-Provided Insurance

For Corporations and Nonprofits

Corporations and registered organizations (profit and nonprofit) can supply a copy of their group's existing policy, which must include:

1. Commercial Liability Insurance Certificate with:
 - City of Issaquah listed as additional insured
 - Coverage in the amount of \$1 million per occurrence
 - Liquor liability included and indicated on the policy (if served)
2. Separate additional insured endorsement

Purchased Insurance

For All Events

For all private events (and corporations or organizations that cannot supply an adequate existing policy), special event insurance can easily be obtained by purchasing a single event policy through the approved GATHERGUARD Program by the city's insurance provider – Washington Cities Insurance Authority.

The cost varies based on the event size and type, length of event and alcohol service.

Insurance Rates

Prices can fluctuate from year to year per annual claims made. This is determined by the insurance agency.

WCIA GATHERGUARD Insurance Instructions

Must purchase insurance at least one month prior to your event.

Application

An approved policy will automatically be emailed to you within minutes of completing this online application. A copy will automatically be sent to our facility as well. There is no need for you to forward us a copy of your policy. Access to the program is only available online and payment can be Visa, MasterCard, American Express or Discover.

Step 1: Event Type

Select your event type or pick from the other event type drop-down list. If you do not see your event category, please call (844) 747-6240 to confirm event eligibility.

Answer the three yes or no questions as they apply to your event.

Step 2: Event Information

- **Enter the venue code for Pickering Barn, which is 0465-181**
- Enter general liability coverage (e.g., \$1 million or \$2 million)
- Enter more information about your event
 - Enter the name of your event
 - Occurrence (e.g., one time or weekly)
 - On the calendar provided, enter your start and end date you will be utilizing the facility.
 - Enter your average daily attendance – (very important for multi-day events).
 - Enter the number of performers, vendors and exhibitors (Leave at zero if there will be none, or, if they will provide their own insurance).
 - Enter additional coverage (if applicable)
 - Click Checkout

Step 3: Insured Information

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- Enter insured name, address, city, state and zip code.
- Enter insurance contact information (phone and email).
- Enter payment information (We accept Visa, Mastercard, American Express or Discover).
- Read carefully and check the applicable boxes then click purchase.
- In a matter of minutes (after credit card approval) an insurance certificate will be emailed to you and a copy of the certificate will also be emailed to our facility for our records. There is no need for you to forward a copy to us.

Step 4: Get your Policy Documents

Note: To complete the purchase, supply proper applicant/insured person information and event contact representative information. **Insured person or organization name must match applicant name on our facility contract.**

Liquor liability: If alcohol will be a cash bar at your event and/or you are charging tickets/admission fee (with this option additional permitting is required, so contact the office for more information prior to purchasing your insurance).

Additional Liquor Permits

For events with a cash bar or events hosted by a Non-Profit, additional permits from the Liquor Board may be required when alcohol is present. **It is the renter's responsibility to provide details about their event to our office and to the Liquor Board to determine if additional clarifying questions need to be answered and procure the appropriate permit.** While we will assist renters and answer questions throughout the process, you will be managing the details of the event.

Private Events

Weddings, birthday parties and celebrations do not need a separate Banquet Permit through the liquor control board, but the alcohol must be free to your guests. You can only have a cash bar if your caterer is connected with a restaurant and has a current off-site catering endorsement allowing them to sell alcohol at a location other than their restaurant.

Corporate Events

To offer a hosted bar, these events are required to purchase a Banquet Permit through the liquor control board. You can only have a cash bar if your caterer is connected with a restaurant and has a current off-site catering endorsement allowing them to sell alcohol at a location other than their restaurant.

Nonprofit Events

To serve alcohol, you must purchase either a Banquet Permit (hosted alcohol and free event entrance to your guests) or Special Occasion License (cash bar and/or charged entrance), whichever is applicable.

Please discuss the requirements needed for your event prior to booking so you are aware of the additional permitting and fees that may apply. It is the renter's responsibility to apply for applicable permits in advance of the event.

Business Licenses

City Business Licenses

If your organizing entity, or your individual participants, make over \$3,000 a year at the event you are holding on City property (or elsewhere within the City limits throughout the year), your entity or the individual participants are required to have a City of Issaquah Business License, unless exempted by code. More information is available [online](#). Anyone with questions can call the City of Issaquah Permit Office at 425-837-3116.

State Business Licenses

The State of Washington has different requirements for who needs a business license (which are different and may be in addition to a City of Issaquah license) and, if needed, each participant must have the correct license. The City reserves the right to ask to see any business license (or proof of exemption) at any time. To see if a business requires a State license, view the [state's website](#).

Expectations of Renters

Note: If you did not hire a caterer or event staff, then the renter will be responsible for the caterer's duties.

Barn staff are available to offer waste bags or cleaning supplies to the event staff as requested. **If event staff have not been hired, in addition to other duties, the renter will share the responsibilities of resetting waste bins and hauling garbage to the dumpster.**

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Barn Staff	Renter	Caterer or Event Staff	Task
x			Unlocks the facility
	x		Delivers and unloads event materials and supplies
	x		Decorates the facility - indoor and outdoor
	x	x	Sets up all rental equipment brought in
	x	x	Sets up our facility equipment - tables, chairs, staging, sound system, AV equipment, etc.
		x	Prepares catering and bar service area
	x	x	Coordinates event activities and transitions
x	x	x	Monitors guest and vendor activity
	x	x	Moves, rearranges or removes facility equipment during your event if requested
		x	Buses tables
x		x	Empties garbage, recycling and composting bins
x		x	Hauls garbage and recycling to dumpsters and compost to compost bin
x			Keeps restrooms cleaned and stocked
	x	x	Takes down decorations – indoor and outdoor
	x	x	Tears down facility-owned tables and chairs after the event
	x	x	Tears down rental equipment
	x	x	Cleans up kitchen - sweeping, mopping, wiping down tables and microwave, clearing out fridge and freezer, etc.
x			Sweeps and mops the facility (excluding the kitchen)
x			Final restroom cleaning
x			Shuts windows and locks doors
	x		Orders & manages TC Rentals heating units if needed

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Pickering Barn Audio Sound System - Included in Rental of the Facility

There are three (3) independent in-house sound systems available to renters at Pickering Barn. They are located in the Hay Barn, Dairy Barn, and Gazebo. Each system is exclusive to the space it is located in; the systems cannot be linked to one another.


System Use

In-house sound systems provide renters the ability to play background music during their events and have microphones to make announcements. The in-house sound systems **are not designed to handle** instrument plug-ins, adapt to outside systems, or speak over a noisy & over-excited crowd. For events that desire and expect a high caliber sound performance (especially auctions), it is recommended that you hire a professional DJ with a professional system of their own to manage the audio for your event. Barn staff will provide access to the sound systems, when requested. It is the responsibility of the renter to designate someone to manage audio during the event.

System Set-Up

Prior to the start of your event, a staff member will be present to help turn on the requested systems and show the designated audio technician how to plug into the system. Barn staff do not provide assistance to trouble-shoot technical audio issues, coordinate the compatibility of our system with outside equipment or run the system for your event.

The systems include the following components:

Dairy Barn	Hay Barn
<ul style="list-style-type: none"> • 2 wireless microphones • 1 wireless lapel microphone • 1 auxiliary cord • 10 wall mounted speakers • 2 AUX hookups • 1 RCA hookup 	<ul style="list-style-type: none"> • 2 wireless microphones • 1 wireless lapel microphone • 1 Auxiliary Cord • 6 wall mounted speakers • 1 AUX hookup
In both the Dairy Barn & Hay Barn	
<ul style="list-style-type: none"> • Three XLR mic inputs with switchable phantom power and input padding • Clip LEDs for each Mic input • Mute jack, contact closure to ground main output mute • Master Level control • Remote Volume jack (connects to an optional 100K ohm potentiometer) • Stereo Record Out • Priority ducking/talk-over for microphone paging, and jukebox • Mic Insert jack for adding signal processing to the Mic Inputs. • Four stereo RCA line/consumer level inputs. • Master Bass and Treble controls (sources only). 	
Microphones	
<ul style="list-style-type: none"> • Shure SM58 Wireless Microphone (2 in each room) • Shure BLX1 H9 Lapel Microphone (clips to shirt) (1 in each room) 	
Rolls RM67 Mic/Source Mixer	
<ul style="list-style-type: none"> • 3 microphone capability • Laptop hook-up with AUX cord or iPhone capable with AUX & dongle • The Pickering Barn provides one 2.5-foot AUX cord in each room, if your event requires another AUX cord, or needs a longer cord, this must be provided by the renter. • Visit www.rolls.com if you are wondering if this system is compatible with personal equipment or a DJ's equipment, or you'd like more details on the system. 	

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Mackie C200 Speakers

- 2-Way Portable Precision Passive Loudspeaker System
- 500W peak / 200W RMS Power handling at 8 Ω
- 10" long-throw low-frequency transducer with 2" voice coil
- High-output 1.4" titanium compression driver
- Ultra-wide, smooth dispersion via HF horn design
- Integrated Low Impedance Compensated Crossover (LIIC) with full driver protection
- Mounted in facility - 10 in Dairy Barn and 6 in Hay Barn



In Dairy Barn only: StageBug™ SB5W Wall-mounted stereo direct box

- 2-Channel DI Box
- Fits Single-Gang Electrical Plate
- 2x RCA Inputs
- 1x 3.5mm Stereo TRS Input Drives Cables up to 300'



Pickering Barn Outdoor Audio Sound System – Included in Rental of the Facility

The outdoor sound system is located within the Carriage House and can be accessed from outside through one of the building windows. A staff person provide access to the sound system, when requested.

System Use:


The outdoor sound system is ideal for background music and amplified announcements. The system includes 2 speakers, 2 wireless microphones, 1 lapel clip-on microphone and 1 auxiliary input. The sound system does not have plug-ins for instruments or other devices.

System Set-Up

Prior to the start of your event, a staff member will be present to help turn on the requested systems and show the designated audio technician how to plug into the system. Barn staff do not provide assistance to trouble-shoot technical audio issues, coordinate the compatibility of our system with outside equipment or run the system for your event.

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System Details

Components	
<ul style="list-style-type: none"> • 2 wireless microphones • 1 wireless lapel microphone • 1 auxiliary cord • 1 AUX hookup • 2 mounted outdoor speakers 	<ul style="list-style-type: none"> • 400W Intro 25V/70.7V and 4Omega Loads • 1-6 Input Level controls. Turn clockwise to increase and counterclockwise to decrease the signal level. • Master Level control will raise or lower all the input channels together. • Automated Diagnostic System Test (PHD) for 70V Distributed Systems • Four Balanced Mic/Line/Tel Inputs w/ Phantom Power • Three Unbalanced, Summing Line Level Inputs • Preamp Out /Amp In for External Processors
Atlas Sound AA400PHD Mic/Source Mixer Amplifier	
<ul style="list-style-type: none"> • 3 microphone capability • Laptop hook-up with AUX cord or iPhone capable with AUX & dongle • The Pickering Barn provides one 4-foot AUX cord in each room, if your event requires another AUX cord, or needs a longer cord, this must be provided by the renter. • Visit www.atlassound.com if you are wondering if this system is compatible with personal equipment or a DJ's equipment, or you'd like more details on the system. 	
Microphones	
<ul style="list-style-type: none"> • 2 Shure SM58 Wireless Microphone • 1 Shure BLX1 H9 Lapel Microphone (clips to shirt) 	
JBL Professional Series Control 29AV-1 (premium outdoor speakers)	
<ul style="list-style-type: none"> • 20.5x12.0x10.9in Black Speakers • 300 Watts Continuous Program Power • 150 Watts Continuous Pink Noise • Nominal Sensitivity 90Db • 43Hz-15kHz Frequency Response • Highly efficient woofer • Compression driver diaphragm is pure titanium for weather resistance • High Impact Polystyrene • Thermostat composite coated steel • Nickle/zinc rust resistant ensure a secure input connection • Passes Mil-Std-202F for 100 Salt Spray 	

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Catering

We have an open-door catering policy, which allows you to bring in a caterer of your choice.

All food must be prepared in a commercial kitchen, purchased from a commercial store or delivered from a restaurant. The barn does not provide a commercial kitchen. However, we offer a very accommodating preparation space, called the Creamery, for your caterers to utilize.

The Creamery provides one large commercial refrigerator, one 20-cubic-foot chest freezer, one microwave, one hand washing sink, one three-bay rinsing sink, prepping tables, garbage, compost and recycling cans, hanging curtains to block visual access from Dairy Barn, access to the courtyard.

Potlucks are not allowed. All food service should be under the supervision of a licensed caterer. Catering supplies, such as linens, plates, glasses and serving ware, are typically provided by the renter, their caterer, or a rental company. Please be sure to discuss what they provide and the costs prior to contracting with a caterer. The Creamery is the preparation space available for catering. **On-site cooking inside the facility is not allowed.** Heating or warming is permitted although equipment is not provided.

Baked-goods, such as cakes, pies, cookies, etc. are exempt from this rule, and can be self-provided.

Food truck service that is open to the public will require proof of insurance as well as listing the City of Issaquah as additional insured on their certificate. Please contact our office for more information if the event will be open to the public.

Mobile food trucks can be hired to cater your event, but can park only in the following locations:

- On gravel in front of Hay Barn (we can open the large Hay Barn doors for easy indoor access)
- In the first few parking spaces, which can be reserved with cones at start of event.

Outdoor grilling conducted by a licensed caterer is permitted within the designated 8-foot by 15-foot gravel/mulch space located and labeled just south of the Creamery. Tarps must be draped over gravel and renter is responsible for proper clean-up. If the use of a pop-up tent is needed, it must be sandbagged to withstand heavy winds — no stakes allowed.

Please do not place grills up against the Creamery glass windows. Leftover grease must be disposed of properly. Grease is not to be poured in our landscaping beds or down our drains.

Bar Service

All alcohol (beer and kegs of beer, white/red wine, champagne and hard alcohol) is allowed at the Pickering Barn.

All alcohol must be served by a licensed Class 12 bartender. Most caterers employ licensed bartenders and can often arrange the bartending service.

No self-serve is allowed. Use of privately provided alcohol, including flasks, is not allowed.

Open bottles of alcohol, usually wine, on the tables for self-pour service and decoration are also not allowed.

Service must end 1.5 hours prior to your rental end time. Event insurance may apply — please discuss the requirements for host liquor liability with the rental office.

We recommend you schedule two bartenders per bar in case breaks are needed. It is recommended to hire two bartenders per bar, so that as breaks are needed your bar does not have to close to guests during breaks.

Please refer to the guidelines for [Additional Liquor Permits](#) to find out more about special licensing and if it will be necessary for the event you are planning.

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DECORATING RULES & REGULATIONS:

Renters are responsible for ensuring the Decorating Rules & Regulations are shared with vendors, and/or anyone assisting with décor, during the planning process.

Renters and their On-Site Contact are responsible for ensuring the Decorating Rules & Regulations are followed throughout the event and work with the barn staff to address any issues.

Failure to adhere to these Rules & Regulations may result in additional damage fees, denial of use of items during an event, or denial of future use.

- Plan to explain decorating plans on the Event Planning Packet. If anything seems unusual or any questions come up, contact our office far in advance to discuss the desired components for decor.
- Event Staff will be monitoring the set-up & tear-down of decorations but are not responsible for their set-up or clean-up. Staff are instructed not to touch or move third party rentals or personal items. If any items are creating a fire or tripping hazard, they must be removed or moved immediately.
- **All items brought into the facility must be removed at the end of the event. This includes large or oversized items such as arches or installations. Large or oversized items must go with the renter or a designated vendor at the end of the event; the dumpster is not an option for large items, bagged garbage only.**
- The hours you have booked the facility for on your contract include your decorating & tear-down time.
- Review these directions with all members of your decorating crew and hired vendors.

Decorating ideas that work well at the Barn are:

1. **Hanging décor or lights with zip ties, fishing line, or magnets**
2. **Covering cords with cord covers provided by the venue, a vendor, or purchased**
3. **Freestanding signage or arches**
4. **Bubbles (for grand exits)**
5. **Compostable, reusable, or repurpose-able items**

Decorating Not Allowed:

- **NO TAPE** on any wall, floor, ceiling rail, gazebo, trellis work, or equipment.
- Pickering Barn **does not allow** blue painters tape, electrical tape, gaffers tape, 3M tape products, foam tape, gum type tape or adhesive sticky goo.
- No taping down aisle runner to floor. Please use freestanding items such as rocks or bricks to hold in place.
- No nails, tacks, staples, pins or glue can be used on the facility walls, floors gazebo, trellis work, or equipment.
- No throwing of birdseed, rice, salts, oatmeal or confetti – including biodegradable versions.
- **Flower petals** can be displayed on indoor tables & windowsills but not on the floors. Flower petals can be sprinkled by a flower girl down ceremony aisle, but the aisle cannot be fully coated or fully-lined with the petals. Petals cannot be tossed by guests.
- No blowing of bubbles inside the facility - bubble blowing is allowed outdoors.
- No sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand, moss or ash on tables, floors, ledges or windowsills – including biodegradable versions.
- No use of sparklers or pyrotechnics inside or out – fireworks (including sparklers) are illegal within City limits. [Chapter 8.12](#)

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- No open-flames or burning of items – including no s’more roasting. See candle allowances on following page.
- No cold spark machines.
- Small fire pits for ceremonies may be approved in advance. These must be outside and extinguished appropriately. Contact our office for prior approval.
- No tiki torches or oil lamps inside or outside
- No balloon releasing and no floating lanterns.
- No use of drones; even for photography purposes
- No hay bales - inside or outside (fire hazard)
- Limit of 4 live Christmas trees per event. Renters are responsible for securing tree properly in a stand, watering the tree, and cleaning up after the tree including sweeping. Tree skirt or covering necessary to protect floor from sap.
- No bubble, fog, rain / snow machines or pull smoke grenades.
- No floating candles placed on the floor – table tops only.
- No hand trucks, scissor lifts or motorized vehicles inside the facility
- No affixing décor to lanterns in Hay Barn & Lobby or chandelier in Lobby.
- No animals / pets (unless for a ceremony & then only with an approved Pet Use Agreement Form)
- No affixing signage, banners or decorations to the Barn’s exterior, signage, or trellis work
- No staking into Barn’s landscaping and grass lawn. Free-stand shepherd hooks only.
- No tents on-site unless they are sand-bagged to withstand heavy winds – no staking allowed.
- No items over 25 lbs. affixed to the ceiling metal tracks or wrought irons bars along ceilings in both the Dairy Barn and Hay Barn.
- No space heaters or propane umbrella heaters inside. The Aggreko / Tuco heating unit is the only fire marshal approved heating unit allowed. Please see “Vendor Information” for details on how to rent this unit.
- No covering of lobby items including ATM & Fire Panels.
- Upon request, the lobby bench & fish table can be moved to another location or stored away during your event.
- Objects heavy enough to leave marks on the floor are not to be dragged across the floors. Please see your event staff for the use of a hand truck or dolly. No motorized vehicles are permitted inside the facility.
- Broken glass and other sharp objects need to be disposed of separately from the regular trash containers in the facility. Please see your event staff for proper direction.
- No gel or glass water beads in floral arrangements.

Please carefully review our candle allowances below.

The City of Issaquah reserves the right to reject any decorating plan & make changes to decorating policies.

We recommend having your plan reviewed and approved by the Operations Lead prior to your event & before purchasing all decorations to confirm permission.

CANDLE ALLOWANCES:

- Use of flammable or combustible materials are prohibited
- No open flame or fires are permitted on-site.
- No burning of items
- No oil candles
- **Candles may be used if they are fully enclosed in a container as tall as the candle & its flame** – see visual samples below. All candle types including floating candles are acceptable as long as they are properly contained. Open flame candles for wedding ceremonies, unity candles or candelabras,

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may be used without an enclosed glass holder as long as they are lit just prior to the ceremony and extinguished immediately after the ceremony. Small fire pits for ceremonies may be used outside. They must be extinguished properly and require prior approval from management. Please inform your facility coordinator if you will be using these. Any remaining candles set for decoration during the ceremony near alter or throughout the room must follow the guidelines listed above. The ledge above the popular ceremony location is 3" wide.

Barn Candle Lanterns (battery operated) in Hay Barn are affixed to wooden beams are available for your use upon request the day of your event if desired at no charge. **Please do not attempt to operate these lanterns – they are to be handled by Barn Staff only.** Please do not hang things from or decorate the lanterns. Replacement of Barn provided battery operate candles for other candles of any kind, shape, size or color or alternate decoration is not allowed.

Examples of Approved Candle Holders

You are not limited to these options. These are simply examples to assist you with your planning.



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Example of Candle Holders Not Allowed



CEILING DECORATING TIPS:

- We encourage the use of freestanding decorations
- The drapery and holiday lights you see on the ceilings in many of our photos are not provided by the facility.
- We do recommend hiring a professional decorating company to assist you with ceiling decorating. They are very knowledgeable, can save you a ton of time and most offer fire-retardant fabric. Florists are also sometime willing to assist with ceiling décor at an additional rate.
- Materials that work great to decorate with include:
 - Aisle runners (they can go up too!)
 - Tulle or curtain panels
 - Holiday twinkle lights – very popular and are what's most often used. Be sure to buy plenty of extension cords too.
 - Paper lanterns...colorful & inexpensive.
 - Natural materials that are biodegradable, like burlap, cotton, or silk are preferred over synthetic materials
- We recommend hanging your décor with zip-ties, dowels, fishing wire or string. **No tape.**
- We have two ladders on-site for your use. They are each 8 ft. tall, and it is 12 ft. to the rafters in both Barns so an average height person with arms reach on a ladder can easily reach. But feel free to bring in taller ladders if you'd like.
- We've seen it work well when the edge of the fabric is pre-glued to a pole or dowels and a pole or dowel is placed in each location that the fabric will meet the ceiling. This way your "swoops" are all pre-measured, so they look right when hung & save time when hanging. Then all that's needed is to hook the free ends of the pole or dowel to the rods in the ceiling. And using zip ties works great!
- Every group takes a different amount of time to do this. It depends on how prepared you are & how serious you are. Average time is 2 to 4 hours for basic ceiling drapery. Intensive canopies can be 5 to 8 hours.
- Please refer to our facility floor plan for height measurements. We can arrange a planning meeting for you if additional measurements are needed.
- Window ledges in the Dairy Barn and divider ledges in the Hay Barn may have decorations placed upon them.
- Any electrical cords run across the floor need to be covered to prevent injury or hazard. **Cords may not be taped to the floor.** Please ask on-site staff for cord covers, we have many cord covers.

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- All electrical outlets are along the base of the facility – not up in the ceiling or rafters near the metal tracks & iron bars.

FACILITY LIGHTING:

- The lobby chandelier is the only light in the facility on a dimmer.
- The lighting in the Hay Barn and Dairy Barn are NOT on dimmers.
- Most of the lighting however is on staggered switches so you can adjust your lighting levels.
- In the Hay Barn the track lighting is set separate from the large halogen lights. You can choose to have all of them on or one or the other. Even within the track lighting and large halogen lights there are a few different options on how many lights you can have on.
- The Hay Barn also offers battery operated LED candles in sconces. Please ask the staff during set-up to turn these on before the guests arrive if you'd like them on. The light given off from these LED candles is a very low warm glow.
- **The Dairy Barn lighting offers three levels of staggered lighting, but you are unable to turn one end of the barn light's off and keep the other end on. There will always be 5 safety / emergency lights remaining on at all times. These lights cannot be shut off and cannot be controlled by the light switches.**

YARD GAMES:

- Yard games can be permitted if approved in advance. Please email a list of the yard games you would like to have at your event to our office for review at least one month in advance of your event. The sooner always the better though before you get too far into your planning and purchasing.
- We will not approve any games that require staking into our lawn such as croquet, horseshoes or lawn darts.
- We will not approve any games involving mess creating items such as eggs, water balloons, etc.
- Games most often approved include lawn bowling, bean bag toss, corn hole, washers, ladder ball, 3 legged races, Frisbee, golf, miniature golf, badminton & Jenga.
- The grass lawn in front of the gazebo is the best location for yard games. The grass pasture area out front of the Barn is uneven and not maintained other than weekly mowing. **Please do not use any chalk to outline games or for kids to draw with. Chalk usage may result in an additional fee for clean-up.**

HEATING THE HAY BARN

Temperature Control Rentals (Approved Facility Heating Vendor)

- **Months of Use by the majority of clients:** November through April (weather dependent)
- **Cost for Barn:** ~\$650 prices may fluctuate based on diesel prices. This includes delivery & pickup.

The Hay Barn side of the Pickering Barn **does not** have a heating system. Whatever temperature it is outside is what it will be inside the large barn area – minus the elements of rain, wind and snow! During the colder months of typically November through April, most all our users rent a heating system for the Hay Barn. If you wouldn't be ok with your guests sitting outside for your event (without rain, wind, snow, etc. – the things that aren't inside the building or within a walled tent) then you'll probably want to rent the heater!

On average, a unit has the success rate of increasing its starting temperature by 15 degrees, plus the additional heat brought in from your guests. It is worth renting for most events during these months. We recommend that the heating unit be running for at least 2 to 3 hours prior to your use of the Hay Barn space at the Pickering Barn.

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What's Approved? How can we heat these spaces?

The Fire Marshall has approved an industrial indirect fired diesel heater. **We are not approved to allow standard umbrella patio type heaters or space heaters inside the facilities.** It is your responsibility to arrange for the rental, transportation and payment of the unit. Please direct your system questions to the customer service agents. These ARE NOT your standard umbrella patio type heaters or space heaters. They are industrial indirect fired diesel heaters. They will burn approximately 2 gallons of diesel per hour on a moderate setting and will increase the space 10 – 15 degrees every hour, with a 2-hour max. Please direct your system questions to the customer service agents at the company and book the heaters & arrange delivery/pick-up through them as well. We will ask for the delivery & pick up times in the planning form sent to you prior to your event.

This is the only heating unit that is both approved & compatible with our ducting system.

Pickering Barn Set-Up: The unit will sit outside the North side of the Hay Barn (on the gravel) and the unit's ducting tubes will run through our custom-built wall vent. There is no diesel smell and limited noise from inside the facility. Once your guests begin arriving you can choose to turn it off completely and can always re-start it again once the music comes back on. Our rental rates during these months are decreased to help off-set the cost of this heater. The Dairy Barn, Creamery, Lobby, Restrooms and Dressing Rooms are heated.

HOW TO ORDER THE UNIT:

It is the renter's responsibility to call Temperature Control Rentals directly to order this unit. You do not order this unit through the Pickering Barn. You are also responsible for the installation, operation & tear-down of the unit. Since it is a 3rd party rental item the City cannot take the liability of handling the unit. We are however typically available to provide verbal assistance. It works well to appoint one person in your planning group to be in charge of the operation of this unit. Some groups meet with TC Rentals in advance to receive instruction. It only takes 5 minutes to get up & running and isn't overly complicated.

Setting up delivery & pick-up: All drop offs and pick up should be prearranged with TC Rentals. If your event is on a weekday, please ask to have the unit delivered at the START of your rental access time. Call the Pickering Barn office to find out the best time for pick-up.

Alternate Options:

You can certainly choose to use the Hay Barn without a heating unit if you prefer. **If you do this, we advise informing your guests on your invitations that the room is not heated and to dress appropriately.** Some groups have even supplied warm drinks & blankets instead of heat. **We do not allow any other heating system including electrical heaters or propane umbrella heaters inside.**

TEMPERATURE CONTROL RENTALS CONTACT INFORMATION:

Wade Cohen: 206-900-5533
Wadecohen678@gmail.com
2927 182nd Ave NE
Snohomish, WA 98290

UNIT TO ORDER:

Barn Item #OHV500 420,000 BTU's per Hour 37 Gallon Tank

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**TC Rentals does not allow groups to share units due to liability reasons.*



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