Bellevue Botanical Garden

Facility Rental Guidelines
12001 Main Street

For Facility Use Contact:
Phone: 425-452-2750
Email: BBGRentals@bellevuewa.gov

City of Bellevue
Parks & Community Services
PO Box 90012, Bellevue, WA
98009-9012

This information will be provided in alternate formats for individuals with disabilities upon request. We invite everyone's participation, please provide two weeks advance notice for accommodations requests. Assistance for the deaf and hard of hearing can be provided through the 711 Telecommunications Relay Service.
Overview

**Location:** 12001 Main Street

The Aaron Education Center at the Bellevue Botanical Garden was completed in 2014 and is the ideal setting for meetings, events, classes, lectures and plant sales. Use of facilities is restricted to non-profit group activities with priority given to Garden partner groups conducting business in support of Garden operations. This building overlooks the Iris Rain and Rock Gardens to the south and the west side overlooks the Urban Meadow and Wetland.

**Capacity:** The Education Center can be divided into a maximum of three individual classrooms complete with sinks, cabinets, and separate entrances. Moveable partition walls separate these spaces. The locking cabinets in each space have been assigned to permanent work groups and the remaining cabinets are shared. Each room also has a transparent roll-up door. The west end has a roll-up door that opens onto a patio.

The entire room with the partition walls opened can hold 299 people standing or 150 seated classroom style. With the partition walls closed, each of the three spaces holds 50 seated classroom style. The patio around the building is covered, and for plant sales the roll-up door(s) could be left open so the sale could spill out onto the patio. A limited kitchenette may be included in the use of the Education Center.

No rentals are available from mid-October through mid-January due to Garden d'Lights. From Memorial Day through Labor Day, we do not offer daytime rentals for events of more than 50 people. We do not offer recurring bookings other than to our Garden Partners.

**Equipment:** Overhead computer projector, operable screen, operable blinds, portable sound and WiFi are available. A portable projector is available for use in individual classrooms. Building users indicate a need for screens or AV on their Facility Use Request Form and Supplemental Form. 50 - 18” X 72” folding tables and 150 stacking chairs are available for use. Renters will need to provide their own table coverings if using.

**Viewing:** The garden is open every day, dawn to dusk, and admission is free. Free public tours are led by docents every Saturday and Sunday, April through October. To tour the rental facilities, contact BBGRentals@bellevuewa.gov.

**Availability and Bookings:** Check availability and make reservations through Facilities Coordinator at 425-452-2750 or email inquiry to BBGRentals@bellevuewa.gov.
Rental Fees

Office Hours
Monday-Saturday  9 am – 4 pm
Sunday and holidays  Closed

Rental Hours
Daytime  8 am – 4 pm
Evening  4 pm – 10 pm – Requires rental monitor
Sundays  8 am – 10 pm – Requires rental monitor

Rental Specifications
Rental times need to include set-up and take-down time.
Two-hour minimum applies to all after-hours rentals.
Thirty percent off regular rate for non-profit groups with proof of 501(c)(3) status.

Rental Fees

<table>
<thead>
<tr>
<th>Room</th>
<th>Sq. Ft.</th>
<th>Capacity</th>
<th>Hourly Rate</th>
</tr>
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<tbody>
<tr>
<td>Education Center (full room)</td>
<td>2,100</td>
<td>299</td>
<td>$150</td>
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<tr>
<td>Classroom A, B or C</td>
<td>700</td>
<td>50</td>
<td>$50 ea.</td>
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**Rental Monitor:** Required for all evenings and Sunday rentals.

*Note: Additional staffing fees may be required for large groups, groups serving alcohol and other groups at the facility's discretion.*

**Catering Permit:** Required when caterer remains on site to prep or serve.

*Note: Completed Catering Application is also required.*

**Security Deposit (required for all rentals)**
- Small event (up to 50 people) without alcohol: $50
- Event (51 people or more) without alcohol: $250
- Event with alcohol: $500

Additional Charges

**Cleaning Fee:** If additional cleaning services are required after rental $100/hr.

**Overtime charges:** Twice the regular hourly rental and rental monitor fee.

**Cancellation fee:** minimum $30, up to 100% of room rental fees. See Cancellation and Rescheduling Policy in the Facility Rental Guidelines.

Partner Use of Facilities
BBG partner groups can have two plant sales or other events and 10 meetings per year in the Education Center free of charge (100% discount). If a Partner wants additional rentals, they will be charged the standard rental with a 30% discounted non-profit rate.

*Fees subject to change without notice.*
RESERVATIONS

1. Inquire about suitability of event and availability of the Aaron Education Center.
   • By Telephone – 425-452-2750
   • In Person – Call ahead and schedule a visit to the facility.
   • By Email – Send an inquiry to bbgrntals@bellevuewa.gov.

2. Complete the paperwork and submit your request and payment.
   Complete the forms listed below and mail to 12001 Main Street, Bellevue, 98005 or email to the Facilities Coordinator at bbgrntals@bellevuewa.gov along with payment (see RENTAL FEES below).
   • Facility Use Request Form
   • Facility Use – Supplemental Form
   • Catering Application (if applicable)

3. Finalize your reservation.
   Once we receive your paperwork and payment, we will contact you by phone or email within one business day to confirm your reservation, review any special requests, and finalize your reservation by providing a copy of your Rental Confirmation.

The Education Center may be reserved up to 11 months in advance. Please reserve a minimum of 30 days in advance to ensure staffing. Applicants must be at least 21 years of age or older and present throughout the entire use time. The person signing the reservation form is the responsible party in case of damage, theft, or disturbance. Minors must have adequate adult supervision. Only those rooms specified in the Facility Use Agreement will be available for your use on the day of your event.

Consider time needed for any deliveries, to set-up and decorate, and for clean-up when determining start and end times for your facility use. Overtime charges for staff and facility use are billed at twice the regular hourly rate.

RENTAL FEES & PAYMENT

Payment of 50% of the hourly use fee and rental monitor fees and other fees if applicable such as catering, is due when your reservation is booked. Calculate this payment by completing the “Rental Fee Calculation Worksheet”. If you need assistance with the fee calculations, please contact the facility.

The remaining 50% of the fees, plus the security deposit, are due a minimum of 30 days prior to the use date.

A payment plan is available for multiple date users.

We accept cash, checks, money orders, VISA and MasterCard. Requests received less than 14 days prior to event must pay in the form of cash, Visa, or MasterCard.

Facility staff will determine the appropriate staffing level required for your event. If additional staff is deemed necessary, an additional Rental Monitor Fee will be added to your user charges.

Non-Profit groups receive a 30% discount off of the regular user rate with proof of 501 (c) (3) status provided at the time of booking. Discount applies only to the hourly rental rate and excludes rental monitor fees, catering fees and security deposits.
SECURITY DEPOSITS
In addition to the user fees, all facility rentals are charged a security deposit. The security deposit amount varies based on the type of use. Refer to the facility’s rental fees for more information.

Security deposits are 100% refundable provided the following conditions are met:

- The room and facility (including outside) are left in a clean and orderly condition per the “Facility Inspection Checklist.”
- Use of the area does not exceed the scheduled time and no additional staff time is required.
- The area and its contents, including equipment and keys, are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing City of Bellevue facility use are met.

If the above conditions are not met to the satisfaction of city staff, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the user group will be billed. Repairs will be billed at the full replacement cost incurred, including labor. The Key Deposit will not be refunded if keys are lost or damaged.

Security deposits paid by credit card will be refunded back to the card within 10 business days. Security deposits paid by cash, money order, or check will be refunded by check within 30 days.

CANCELLATION AND RESCHEDULING POLICY
All reservation cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to the event will result in a full refund of the hourly rental fees paid, less an administrative fee.
- Cancellations made 14-29 days prior to the event will result in a charge of an administrative fee or 50% of the hourly rental fees paid (whichever is greater).
- Cancellations made 0-13 days prior to your event will result in no refund of the hourly rental fees.

Deposits and other fees will be refunded in full if the reservation is cancelled prior to your event.

Requests to change the time or date of an event will be accepted in writing. Approval is subject to facility and staff availability. Additional user fees must be paid in full at the time of the change. Date changes will be treated as a cancellation and new reservation.

The City, acting in good faith, may cancel your event in circumstances where the facility you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the City is under no obligation to refund your rental fee or any of your deposits, but it may do so at its sole discretion. The City will attempt to give you reasonable notice of the cancellation.
SET-UP & TAKE DOWN
The user is responsible for set-up including moving portable furnishings and setting up tables and chairs as well as take down and clean up. All furnishings must be returned to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged. Some facilities provide chair carts to assist you in moving stacked chairs. Table coverings may be required.

The City will not be liable for any personal injuries or damage to personal property. Please see the agreement section of the Facility Use Request Form.

All items brought into the facility by the user must be removed by the end of the facility use time. Users must remove all food, materials, non-City equipment, decorations and garbage.

Refer to the “Facility Inspection Checklist” for a list of tasks you are required to complete at the conclusion of your event. Where staff is present, you will be provided instructions. It is your responsibility to properly dispose of trash and leave the facility clean and intact. Staff will assist you in locating cleaning supplies and the dumpster. Tables stained as a result of your use will be assessed a cleaning fee. At the conclusion of your event, you must complete a “Facility Inspection Checklist” and submit it to facility staff.

SITE VISITS
Users are encouraged, and may be required, to arrange a site visit to receive a facility orientation, keys (where applicable), and answers to event-related questions. Please contact the facility to make an appointment, subject to staff and facility availability.

DAY OF YOUR EVENT
Bring your approved Rental Confirmation with you on the day of your event. The facility will be open to you only at the time specified on your Rental Confirmation. For any issues on-site, please contact the Bellevue Parks Answering Service at 425-452-6855. Facility staff may not be on duty during your event. The facility may be rented to multiple groups on a particular date, so we ask that you not enter the facility until your designated time and that you depart when scheduled.

LOADING & DELIVERY
Deliveries and pickups, if any, must be scheduled during your designated use hours. Use main building entrances for loading and unloading unless otherwise approved. Do not block building entrances. Facility staff is not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.

FOOD & BEVERAGES
The Education Center has a kitchenette at the far east end of the building, and food and beverages are welcome. Users may bring in their own food (potluck), have food delivered to the facility, or have the event catered.

Use of kitchenette appliances and/or equipment must be approved during the reservation process. Users are responsible for the care and condition of any equipment being used and must clean all equipment used.

Catering
The City of Bellevue allows facility users to bring in the caterer of their choice. At facilities without a full commercial kitchen, food must be prepared and brought to the event ready to serve. Caterers are responsible for cleaning any areas used.

If your caterer will prepare and/or serve food on site, individually or buffet-style, the following must be submitted a minimum of ten (10) business days prior to your event:
• Catering Application, submitted with Catering Fee. Please note that all licenses are required, including City of Bellevue Business License. Information is available at 425-452-6851 or online http://www.bellevuewa.gov/business_licenses.htm if your caterer does not have a COB license.
• Certificate of Insurance from the caterer is required. The City of Bellevue must be named as Additional Insured and listing the City of Bellevue, P.O. Box 90012, Bellevue, WA 98009-9012 as Certificate Holder. Minimum amount of General Liability is $1,000,000 per occurrence, $2,000,000 aggregate.

Beverages
Alcohol (beer, wine, and champagne) is allowed at indoor facilities inside the room and on an adjoining patio or deck as specified on the Rental Confirmation. If you would like to serve and/or sell alcohol at your event, the following permits are required. Copies of these permits must be submitted a minimum of five (5) business days prior to your event.

• Washington State Liquor and Cannabis Board - Banquet Permit or Special Occasion License
• Alcohol Server's Class 12 Mixologist Permit

Please be advised of the following policies regarding serving or selling alcohol at your event:
• Alcohol service is limited to beer, wine, and champagne packaged in bottles or cans. Hard liquor and kegs are not allowed. Alcohol must be served in the area designated by the facility staff.
• A permitted alcohol server, at least 21 years of age, is required for all events involving alcohol. You are responsible for hiring the permitted alcohol server for your event, submitting a copy of the valid alcohol server’s Class 12 Mixologist Permit issued by the Washington State Liquor and Cannabis Board to the facility staff a minimum of five (5) business days prior to your event, and ensuring that the permit is shown to the staff on site the day of your event. All alcohol is to be served by the permitted alcohol server. NO self-serve of any type is allowed. Personal use of privately provided alcohol, including flasks, is not allowed.
• A Washington State Liquor and Cannabis Board Banquet Permit is required for all private events serving alcohol. A Washington State Liquor and Cannabis Board Special Occasion License is required for all public events selling alcohol. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. You must submit copies of the permits to the facility staff a minimum of five (5) business days prior to your event.
• You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
• Alcohol service must stop a minimum of one (1) hour prior to the designated end time of your event as specified on your Rental Confirmation.
• The facility staff will determine the appropriate staffing level required for your event. If additional staff is necessary, an additional Rental Monitor Fee will be added to your charges.
• Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a police citation, immediate shut down of your event, forfeiture of your deposit, and/or additional fees and penalties.
• No alcohol is permitted in the gardens. If you are using the patio for an outdoor extension of your event, you must rope off the area and post signs that no alcohol is permitted beyond the ropes. Obtaining appropriate stanchions and chains is the responsibility of the renter at their own expense.
• Renter is responsible for following all State laws surrounding the sale and consumption of alcohol at the event.
DECORATIONS
You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
- Push pins may only be used to attach decorations to cork wall panels.
- Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, balloons, and wax candles are not allowed (Battery operated candles are permitted).

FLAMMABLE MATERIALS & BARBEQUES
The use of flammable materials is regulated by the City of Bellevue's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Bellevue and cannot be used at our facilities. Fuel canisters for warming food are allowed.

Self-contained, gas barbecues may be used at facilities that include outdoor patio areas. Please indicate on the Supplemental Form that you will bring a barbeque so that we may assist you with appropriate placement outside the facility. There must be a protective material covering the concrete under the barbecue - BBG staff will provide. The barbecue must be 20 feet from the building and not under any type of cover. A 2A10BC fire extinguisher must be within 20 feet of the barbecue at all times while it is in use – BBG staff will provide. Barbecues are not permitted indoors. Please dispose of grease away from City of Bellevue facilities.

SMOKING
City of Bellevue indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please do so at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building per WA RCW 70.160 Smoking in Public Places http://apps.leg.wa.gov/RCW/default.aspx?cite=70.160. The City of Bellevue reserves the right to enforce state law, and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit.

CITY CODES, POLICIES AND ORDINANCES
All relative City of Bellevue Codes & Ordinances will be in effect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc... per the Parks and Recreation Facilities Code found at https://parks.bellevuewa.gov/parks-and-trails/park-guidelines/. During the use of City facilities, user agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

The City of Bellevue reserves the right to terminate your event if city staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon verbal notice from City staff or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the park/building. This rule will be strictly enforced by the Rental Monitor. If you fail to comply with this rule, the police may be called and you may be issued a Civil Noise Infraction (punishable by a fine of $250.00 or prosecuted as a misdemeanor).

Items not included will be determined on a case-by-case scenario.
ON SITE STAFF
The City of Bellevue staff is responsible to assist you with the following:

- Unlock the building/room at your scheduled time.
- Work closely with the primary contact to answer questions and provide assistance.
- Ensure that noise is at an acceptable level.
- Ensure that the event ends promptly as scheduled on the Rental Confirmation.
- Ensure the facility and equipment is clean and ready for the next scheduled use.
- Ensure the building/room is locked and secured.
- When necessary, call appropriate security to enforce control.
- Activate 911 Emergency Services, if necessary.

The on-site staff is not expected to do the following:

- Act as guardian or security for any personal belongings.
- Assist with set-up, clean-up, or take-down.
- Supervise minors.
From I-405, take the NE 8th Street East exit. Turn right on 120th Avenue NE. After about 1/2 mile, turn left onto Main Street. The garden entrance is up the hill about 3 blocks, on your right. Note that buses may drop off and pick up passengers in the drop-off area along the entry drive within the Garden’s parking lot, but no bus parking is allowed in the Garden’s parking lot.
Map of BBG

This tranquil clearing contains the Garden's symbolic source of water and is enclosed by the informal Tapestry Hedge, designed to provide year-round interest in a low-maintenance garden.

Tiny wildflowers, mountain hemlock, and granite outcrops introduce you to a special world of plant life and landforms. At the base of the Rock Garden lies the Iris Rain Garden. Surface water is filtered through the Iris Rain Garden before making its way into our streams and lakes.

Landscaping choices play an important part in protecting Puget Sound's water resources and the wildlife that depend on it. Learn new practices and plantings that conserve water, lower chemical use, reduce runoff, and preserve habitat. This award-winning display offers rich possibilities for your home garden and a healthier environment. Sponsored by Bellevue Utilities.

Some of summer's most dazzling floral displays welcome you in this garden, cultivated by The Eastside Fuchsia Society to display the range of hardy fuchsias that grow in the Pacific Northwest.

Take in the sights and sounds of water cascading through a lush display of ground covers. Plantings stretch out under the shade of maples and along the banks of a re-created mountain stream.

From the entry courtyard, an easy and relaxing stroll along this loop trail leads to the Tateuchi Pavilion, the Shorts House, and core gardens. Enjoy the view from the Tateuchi Pavilion, made possible through the generosity of the Atsuhiko and Ina Goodwin Tateuchi Foundation.

Renowned for year-round displays of dramatic slopes of flowers, the perennial border is an example of a distinctively American-style mixed border and is a living demonstration of what works best in Northwest gardens. The Northwest Perennial Alliance created and maintains this award-winning garden.

This second-growth forest edge reflects the legacy of the original Shorts garden through companion plantings of rhododendrons and hardy ferns. The garden features over 50 different rhododendrons, in full bloom through spring and early summer. The Hardy Fern Foundation maintains our premier collection of hardy ferns.

A traditional Japanese gate leads into this contemplative garden. Developed to honor the sister city relationship between Bellevue and Yao, Japan, the garden is a blend of Pacific Rim influences: delicate maples beside Columbia River basalt, ground covers surround Japanese lanterns, vibrant azaleas accent rhododendrons and viburnums.

For an overview of our core gardens, you may want to walk the Tateuchi Loop Trail.

Follow the Lost Meadow Trail to The Ravine Experience and the Suspension Bridge.