

Event Name: \_\_\_\_\_

Day-of Contact: \_\_\_\_\_

Name

Cell Phone Number

Event Date: \_\_\_\_\_

Reserved Times: \_\_\_\_\_

(include time for set-up, take-down, and clean-up)

Actual Event Times: \_\_\_\_\_

**Purpose**

Meeting    Class/Workshop    Lecture    Plant Sale    Party    Other \_\_\_\_\_

**Equipment Needed**

\_\_\_\_\_ Chairs (150 available, include quantity)

\_\_\_\_\_ Tables (48 available, 18" X 72", include quantity)

\_\_\_\_\_ Projector and Screen

\_\_\_\_\_ Sound System

\_\_\_\_\_ Podium

Note: The facility has an inventoried set of tables and chairs available for use. It is the responsibility of the applicant to set up and move tables and stacking chairs for their purpose. Please return all furniture and equipment to their original location before leaving the facility.

*BBG Office Use Only:*

Rental Monitor Times: \_\_\_\_\_

Rental Monitor: \_\_\_\_\_

Name

Cell Phone Number

**Food and Alcohol**

All current State laws must be followed and the correct permits/licenses are required. All requirements within our Facility Rental Guidelines must also be met. No alcohol service will be allowed if you do not meet these requirements.

- |  |              |         |
|--|--------------|---------|
| 1. Will you be serving food?   | NO           | YES     |
| If yes, who is providing the food?   | Group Member | Caterer |
| If Caterer, a catering application and certificate of insurance is required. |              |         |
| 2. Will you be serving alcohol?  | NO           | YES     |
| 3. Will you be selling alcohol?  | NO           | YES     |
| 4. Is your event open to the public?   | NO           | YES     |
| Explain:   | _____        |         |

**Other**

- |  |          |                   |
|--|----------|-------------------|
| 1. Will there be music?                        | NO       | YES               |
| If yes, who is providing?                      | Recorded | Live Music: _____ |
| 2. Are you collecting admission?               | NO       | YES               |
| If yes, estimated revenue?                     | _____    |                   |
| 3. Will you be selling concessions?            | NO       | YES Vendor: _____ |
| 4. Describe any equipment you intend to bring: | _____    |                   |
| 5. Do you want to use our kitchen?             | NO       | YES               |

Microwave, refrigerator, hot water pot and counter space. No stove or oven, facilities are not available to prepare food on site.

**BBG Contact Information:**

Bellevue Botanical Garden  
12001 Main St. Bellevue, WA 98005

Phone: 425-452-2750  
Email: [BBGRentals@bellevuewa.gov](mailto:BBGRentals@bellevuewa.gov)  
After-hours Emergencies: 425-452-6855

COB Use Only:		
Rental #	_____	
Rental Monitor?	YES	NO
Trillium Notified?	YES	NO
Custodial Notified?	YES	NO