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
Facility Use – Supplemental Form

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

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
After-hours Emergencies:  425-452-6855

COB Use Only:

Rental # ________________
Rental Monitor?  YES  NO
Trillium Notified?  YES  NO
Custodial Notified?  YES  NO