



Bellevue Parks &  
Community Services

## COMMERCIAL FILM/PHOTO USE GUIDE



**Susan Freeburg, Community Services Supervisor**  
or

**Michelle Campbell, Administrative Assistant**

Parks Scheduling Office

Office Hours: Monday-Friday, 9am-4pm

Email: [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov)

Phone: 425-452-6914

Fax: 425-452-7221

Location: Bellevue City Hall, 450 110<sup>th</sup> Ave NE, Bellevue, WA 98004

Mailing Address: PO Box 90012, Bellevue, WA 98009-9012

Website: [BellevueWa.gov/Rentals](http://BellevueWa.gov/Rentals)

## POLICIES AND PROCEDURES FOR PARK USE

Most permits can be issued with a minimum of five days' notice, however amount of time needed will depend on the extent of use. Email [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov) or call 425-452-6914 to begin the permitting process.

**Insurance Requirements** – Requestor must provide a certificate of insurance that meets the City of Bellevue requirements.

The City of Bellevue, its officials, employees and volunteers, PO Box 90012, Bellevue, WA 98009-9012 must be listed as Certificate Holder and named Additional Insured. Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

A minimum of \$500,000 Automobile Liability is required for vehicle access if company vehicle is driven onto city property other than designated parking lot.

**Damage Deposit** – May be collected depending upon scope of use.

**Park Availability** – Parks are generally available to schedule from 7am to dusk. Scheduled time must include arrival time of equipment, set-up, actual film/photo shoot time, break-down, and departure.

**Fees and Charges** – All fees and charges are due in advance of issuing a permit for park use.

**A. Permit Fee** – \$50 per day

**B. Commercial Use Fees** – Fees are the minimum on a sliding scale based on the type of production:

- Still Photography/Training films/Industrial films, etc. – \$105 per day per site/\$53 per half day per site
- Broadcast, Film, TV, Commercial, etc. – \$310 per day per site/\$155 per half day per site
- Electricity/Water Access – \$50 plus staff cost
- Park Maintenance staff – Hourly staff cost
- Vehicle Access – \$50 plus staff cost
- Parking Lot Rental – fee based on type of use, number of spaces, and length of time.

Permit(s) will be issued following receipt of payment and will specify day, time, and location for use of the scheduled park facility. The remainder of the park will remain open for use by the public.

**Refunds** – Fees charged are refundable (minus permit fee) if the usage is cancelled after the permit is issued and written notice is received two business days in advance of the usage.