

Facility Use Supplement – Bellevue Botanical Garden

Phone: 425-452-2750 / Email: BBGRentals@bellevuewa.gov / After-hours Emergencies: 425-452-6855

Event Name: _____

Day-of Contact:

Name _____ Cell Phone () - _____

Event Date(s): _____

Reserved Time(s): _____

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

Actual Event Time(s): _____

Purpose

Meeting Class Lecture Plant Sale Party Other

*If other, please specify: _____

Equipment Needed

_____ Chairs (148 available, include quantity)

_____ Small Tables (40 available, 18" X 72", include quantity)

_____ Large Tables (38 available, 36" 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 the tables and chairs, and provide table clothes if desired.** Please return all furniture and equipment to their original location before leaving the facility.

Please describe any equipment you intend to bring:

<i>BBG Office Use Only:</i>	
Facility Staff Times: _____	
Facility Staff: _____	
Name	Cell Phone Number

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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.

- 1. Will you be serving food? NO YES
- 2. Will a caterer be working onsite? NO YES
- 3. Will you be serving alcohol? NO YES
- 4. Will you be selling alcohol? NO YES
- 5. Is your event open to the public? NO YES

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*
- 4. If you would like us to publicize your event, please include a brief description and any relevant links for more information (300 characters max):

- 5. Do you want to use our kitchen? NO YES

Microwave, refrigerator, hot water pot and counter space; no stove, oven, or other facilities are available to prepare food on site.

***If you are hiring a caterer, live entertainment, equipment rental company, or other vendor, and they will be working on site, a Special Use Supplement Form is required.**