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:

______________________________

*BBG Office Use Only:*

Facility Staff Times: ________________________________

Facility Staff: ________________________________

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Facility Use Supplement – Bellevue Botanical Garden
Phone: 425-452-2750 / Email: BBGRentals@bellevuewa.gov / After-hours Emergencies: 425-452-6855

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.