



MAIN CONTACT (must be 21 years of age)	
First & Last Name*	Today's Date*
Residential Address*	Cell Phone*
City* State* Zip*	Work Phone
Email Address*	Home Phone
Organization Name (if applicable)	
Mailing Address	Non-Profit ID #
City State Zip	

EVENT INFORMATION*	
Name of Park* (Select Park)	Site/Area in Park*
Date(s) Requested*	Event Name*
Anticipated Maximum Number of Guests* <input type="checkbox"/> 1-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-35 <input type="checkbox"/> 36-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-100 <input type="checkbox"/> 101-125 <input type="checkbox"/> 126-150 <input type="checkbox"/> Other Amount _____	
Time Options* (All set-up and clean-up needs to be done within time requested) <input type="checkbox"/> Half Day _____ to 2:00pm OR 3:00pm to _____ OR <input type="checkbox"/> Half Day Other _____ to _____ <input type="checkbox"/> Full Day _____ to _____ (anytime that includes 2-3pm)	
Is the event?*	
<input type="checkbox"/> Private - planned guest list, know who is attending or limited to a set number of people and the public is not admitted <input type="checkbox"/> Public - public is invited through word-of-mouth, flyers, or media advertising and number of attendees may vary. Requires a minimum of 21 days' notice.	
Are you selling concessions?* <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is planned?	
Are you charging admission?* <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, why?	

EVENT DETAILS*
Will food be served? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who is providing it? <input type="checkbox"/> Bringing it ourselves OR <input type="checkbox"/> Dropped-Off OR <input type="checkbox"/> Food Vendor/Caterer to set-up, serve or cook at the park**
Will there be Entertainment or Games? Examples: animal show, balloon artist, bubble soccer, face painter, inflatable ride, magician etc... <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is planned? _____
Who is providing it? <input type="checkbox"/> Bringing it ourselves OR <input type="checkbox"/> Hiring a company to stay at the park during event**
Will there be Additional Equipment brought in? Examples: chairs, tables, staging, tents/canopies etc... <input type="checkbox"/> No <input type="checkbox"/> Yes If yes what is planned? _____ <ul style="list-style-type: none"> Is there a stage larger than 4'x4' or taller than 12" above ground? <input type="checkbox"/> No <input type="checkbox"/> Yes Are there multiple tents/canopies or any larger than 20'x20'? <input type="checkbox"/> No <input type="checkbox"/> Yes
Who is providing it? <input type="checkbox"/> Bringing it ourselves OR <input type="checkbox"/> Hiring a company to deliver it to the park**
**A Park Special Use Form is required and must be approved a minimum of 21 days before event date.

ATHLETIC FIELD USE
Want to reserve an athletic field and a picnic site for your event? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, review the Athletic Field Reservations webpage at BellevueWA.gov/field-reservations for details on how to make a field reservation. Parks with picnic site(s) and field(s) include Lake Hills, Lakemont, Lewis Creek, Robinswood and Wilburton Hill.

INSTRUCTIONS

1. Review the BellevueWA.gov/rentals/outdoor-rentals/ webpage and [Park Use Guidelines](#) before submitting form.
2. Submit form no less than 10 days before event date for private events or no less than 21 days for public events.
 - Incomplete form without payment, initials, and signature(s) or a digitally altered form will not be processed.
 - Forms are processed on a first-come, first-served basis.
 - No date will be held until form is approved. There is no legal or binding commitment between the City of Bellevue and the Main Contact listed on front of form until a rental agreement is emailed.
 - **Form received less than 21 days before event date cannot be open to the public, include any special uses, and must be paid by cash, VISA, or MasterCard.**
3. **Submit form by** - Email ParkRental@BellevueWA.gov OR Fax 425-452-7221 OR
Drop-off Bellevue City Hall, 450 110th Ave NE, Service First Desk, Monday-Friday, 9am-4pm OR
Mail City of Bellevue, Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009-9012

PAYMENT OPTIONS

- **CREDIT CARD PAYMENT:** (American Express & Discover Not Accepted)

Cardholder Name _____ Cardholder Phone _____
Cardholder Signature _____ Amount Approved \$ _____
VISA or **MasterCard** Number _____ Exp. Date _____

- **CHECK** made payable to City of Bellevue, is accepted with form received 21 or more days before event date

PARKS & RECREATION FACILITIES CODE ACKNOWLEDGEMENT

Are you aware?

Sound may **not** be amplified or travel beyond 30 feet of its origin for private events per BCC 3.43.260? _____ **Initial**
It is unlawful for any person to use or possess any alcoholic beverage in a park per BCC 3.43.250? _____ **Initial**

AGREEMENTS

The undersigned hereby makes application to City of Bellevue for use of the Parks & Community Services facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules, regulations, policies, and procedures of the City of Bellevue & Parks & Community Services Department. The applicant assumes responsibility for the conduct of his or her guests and/or contractors associated with or attending the event. The applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period. **The applicant agrees to comply with all applicable [COVID-19 safety requirements and guidelines as issued by the Governor's office](#) or other state or local authority. The applicant is responsible for notifying all guests and/or contractors associated with or attending the event of the City's guidelines as well as all applicable COVID-19 safety requirements and guidelines. The applicant understands that failure to follow any terms and conditions may result in termination or suspension of rental.**

I have read, understood, and agree to comply with all procedures in the City of Bellevue's [Park Use Guidelines](#) and the [Park Special Use Form](#), for the park area I am requesting to use. I further certify that I am 21 years of age or older.

SIGNATURE (REQUIRED) Main Contact _____ Date _____
(NOT ACCEPTED - typed signature and/or digitally altered form)

Parks Scheduling Office - ParkRental@BellevueWA.gov or 425-452-6914 (Monday-Friday, 9am-4pm)