



<b>MAIN CONTACT (must be 21 years of age)</b>			
First & Last Name*		Today's Date*	
Residential Address*		Cell Phone*	
City*	State*	Zip*	Work Phone
Email Address*			Home Phone
Organization Name (if applicable)			

<b>EVENT DETAILS *</b>		
Date(s) Requested*	Time Requested*	TO
Anticipated Maximum Attendance* Adults:	Children:	Total:

**BELLEVUE BOTANICAL GARDEN PHOTOGRAPHY GUIDELINES**

- **Permit fee: \$25 for the first two hours; \$12.50 for each hour after that**
- Please reserve your time at least one week in advance
- Limit your group to 25 people; groups of more than 25 may be approved on a case-by-case basis
- Protect the Garden by staying on the paths and lawns and out of the planting beds
- Please DO NOT climb on the rocks or trees—even for that perfect picture
- Do not disturb or remove plants, plant parts, plant labels, markers, or containers
- Please keep pathways clear and be courteous of other visitors' expectations for a peaceful visit to the Garden
- Tripods cannot encroach on plant beds or block paths
- Children must always be supervised to ensure that they stay on the pathways and lawns, do not enter plant beds, or climb on the rocks
- Dogs and other pets are not permitted in the Garden; only service animals are allowed
- We do not allow confetti, glitter, balloons, or similar decorations—please take everything out that you bring in
- Drone flying is not allowed in Bellevue Parks
- We do not have changing rooms or facilities for indoor photography
- If you are being dropped off by limo or other large vehicle, your driver may use the loading zone for drop-off and pick-up only, they may not wait there. Additional parking is available at Wilburton Hill Park.

I have read and understand the Bellevue Botanical Garden Photography Guidelines \_\_\_\_\_ **Initial**

**INSTRUCTIONS**

1. Submit form no less than 7 days before the photography date
  - Incomplete forms without initials and signature or digitally altered forms will not be processed
  - Forms are processed on a first-come, first-served basis
  - No date will be held until form is approved
2. **Submit form by** - Email [BBGRentals@BellevueWA.gov](mailto:BBGRentals@BellevueWA.gov) **OR**  
 Drop-off 12001 Main Street, Bellevue, WA 98005 Monday-Saturday, 8 AM—4 PM **OR**  
 Mail Bellevue Botanical Garden, ATTN: Photography, 12001 Main Street, Bellevue, WA 98005

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**PAYMENT OPTIONS**

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

Cardholder Name \_\_\_\_\_ Cardholder Phone \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Amount Approved \$ \_\_\_\_\_

VISA or MasterCard Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Credit card payments may also be made over the phone by calling 425-452-2750**

- **CHECK** made payable to City of Bellevue, is accepted 21 or more days before the photography date

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**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**

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**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 Bellevue Botanical Garden Photography Guidelines and City of Bellevue's [Park Use Guidelines](#). 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)

Bellevue Botanical Gardens – [BBGRentals@BellevueWA.gov](mailto:BBGRentals@BellevueWA.gov) or 425-452-2750 (Monday-Saturday, 8am-4pm)