



**INSTRUCTIONS:** Submit form as soon as hired companies have been selected, no less than 30 days prior to reservation date. Our office may work directly with them to meet requirements. Deadline to meet requirements is 21 days prior to reservation date.

- If having one or more of the below Special Uses, the Primary Contact for the indoor facility reservation must complete this form and submit with payment included to:  
 Bellevue Parks & Community Services  
 Attn: Rentals at [Click Here for List of Facilities](#)  
 PO Box 90012  
 Bellevue, WA 98009-9012
- A Certificate of Insurance (COI) is required from all hired companies. The City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 must be listed as Certificate Holder and named as 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.
- Upon successfully meeting all requirements, an email will be sent out indicating approval.
- Not all special uses are allowed. Please check with facility prior to hiring company and submitting form.**

**PRIMARY CONTACT & RESERVATION INFORMATION (Person Responsible)**

Organization (if applicable):	Reservation Date:
Primary Contact Name:	Cell Phone:
Indoor Facility Reserved: <a href="#">Click Here for List of Facilities</a>	

A. Will a food vendor/caterer stay at the park facility during the reservation?  No (go to B)  Yes If yes, this information is required along with a C of I and a \$50 permit fee per food vendor/caterer. \*

**Food Vendor/Caterer Company Name:**

Name of Contact:	WA UBI Number:	
Email:	Phone:	
Mailing Address:	City:	Zip:

**Food Vendor/Caterer Company Name:**

Name of Contact:	WA UBI Number:	
Email:	Phone:	
Mailing Address:	City:	Zip:

\* A copy of the order from the company may be required.

B. Will a company provide an inflatable ride in the gym at Highland Community Center or South Bellevue Community Center?  No (go to C)  Yes If yes, this information is required along with a C of I, a \$30 permit fee per ride.

Note – inflatables are not allowed inside any other indoor park facility. \*

**Inflatable Ride Company Name:**

Name of Contact:	WA UBI Number:	
Email:	Phone:	
Mailing Address:	City:	Zip:

# of Rides Rented:

\* Only pre-approved companies are permitted in Bellevue Parks, contact us for a list. The company must stay on site to operate inflatable. There is a limit of 1 inflatable ride allowed. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size. When multiple inflatable rides are approved, additional fees and permits are required, including a possible electrical inspection. Inflatables must be weighted down. A copy of the order from the company is required.

- C. Will a company or individual provide other forms of entertainment or games? Examples: animal show, balloon artist, bubble soccer, face painter, games truck, magician, photo booth etc...?  No (go to D)  Yes If yes, this information is required along with a C of I and a \$30 permit fee. Additional permit fees may be required based on activities. Note – bubble soccer requires a gym reservation. \*

<b>Entertainment Company Name:</b>		
Name of Contact:	WA UBI Number:	
Email:	Phone:	
Mailing Address:	City:	Zip:
Describe entertainment or game activity:		

\* A copy of the order from the company may be required.

- D. Will a company deliver additional equipment to the facility? Examples: chairs, tables, decorations, staging, etc...?  No (go to E)  Yes If yes, this information is required along with a C of I and a \$50 permit fee per company. \*

<b>Equipment Company Name:</b>		
Name of Contact:	WA UBI Number:	
Email:	Phone:	
Mailing Address:	City:	Zip:

\* A copy of the equipment order from the company is required. All equipment must be delivered and picked up during scheduled rental time.

- E. Will any hired companies require vehicle access beyond the parking lot to get closer to the facility?  No  Yes If yes, this information is required along with a C of I and a \$50 permit fee per vehicle. \*

<b>Vehicle #1 Owner Name:</b>	Phone:
State Vehicle Licensed:	Email:
Make & Model of Vehicle:	

\* Vehicle access is not allowed for personal vehicles.

### **RULES & REGULATIONS: Initials required on each item.**

- \_\_\_\_ I understand that it is my responsibility to comply with all requirements and conditions set forth and that the request may be denied if requirements are not met a minimum of 21 days prior to the reservation date. Any changes made must be done more than 21 days before the reservation date.
- \_\_\_\_ I have read the [Facility Rental Guidelines](https://parks.bellevuewa.gov/rentals/indoor-rentals) located online at <https://parks.bellevuewa.gov/rentals/indoor-rentals> and understand the city codes, policies and ordinances, governing use of the Bellevue Parks and agree to abide by them.
- \_\_\_\_ For Inflatable Rides, I understand that the company must provide an employee to stay on site during operation.
- \_\_\_\_ Note all equipment must be delivered and picked up during scheduled reservation time.
- \_\_\_\_ All businesses are required to be registered with the State of Washington and obtain a 16-digit UBI number. They may also be required to file and obtain a Bellevue Business License.

**Form without payment and signature below will not be processed**

### **PAYMENT OPTIONS**

- **CHECK PAYMENTS** should be made payable to City of Bellevue and included with this form.
- **VISA/MASTERCARD PAYMENTS:** (AMEX & Discover Not Accepted)

Cardholder Name: \_\_\_\_\_ Cardholder Phone: \_\_\_\_\_  
 Cardholder Signature: \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_  
 Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**NOTE: Forms received less than 30 days prior to reservation date may not be approved.**