Facility Use Supplemental Form – 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 set-up, take-down, and clean-up): _____

Actual Event Time(s): _____

Purpose

☐ Meeting ☐ Class ☐ Lecture ☐ Plant Sale ☐ Special Event ☐ Other

*If other, please specify: _____

Equipment Needed

The facility has an inventoried set of tables and chairs available for use. **112 stacking chairs, 28 folding seminar tables, and 12 wide folding tables are available in the equipment closet. More may be provided upon request. It is the responsibility of the renter to set up and move the tables and chairs, and provide table coverings if desired.** Please return all furniture and equipment to their original location before leaving the facility.

_____ Chairs (include quantity)

_____ Folding Seminar Tables (18" x 72", include quantity)

_____ Wide Folding Tables (30" x 72", include quantity)

☐ Projector and Screen ☐ Sound System ☐ Podium

Please describe any equipment you intend to bring (attach a list if more space is needed):

For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-2750 (voice) or email BBGRentals@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

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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 you be selling concessions? ☐ NO ☐ YES*
3. Will a caterer be working on-site? ☐ NO ☐ YES*
4. Do you want to use our kitchen? ☐ NO ☐ YES

   Our kitchen includes a microwave, refrigerator, hot water pot, and counter space; no stove, oven, or other facilities are available to prepare food on-site.
5. Will you be serving alcohol? ☐ NO ☐ YES**
6. Will you be selling alcohol? ☐ NO ☐ YES**
7. Is your event open to the public? ☐ NO ☐ YES

Other

1. Will extra equipment be delivered? ☐ NO ☐ YES

   If yes, who will be delivering? ☐ Group Member ☐ Rental Company*
2. Will there be music? ☐ NO ☐ YES

   If yes, what kind? ☐ Recorded ☐ Live Music
3. Will there be hired entertainment? ☐ NO ☐ YES*
4. Will you have virtual attendees? ☐ NO ☐ YES
5. Would you like us to publicize your event? If yes, you will be asked for a description of your event and picture to use on our website. ☐ NO ☐ YES

   Mission-related public events will be marketed based on BBG approval and availability.

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

****If you are serving or selling alcohol, a Banquet Permit or Special Occasion License from the Washington State Liquor and Cannabis Board is required, as well as a copy of your server's Class 12 Permit. Events that are open or advertised to the public require a Special Occasion License.**