



## 2025 Park Event Request Form

Public or Large Private Event

Form due no less than 60 days prior to event date

*\*Required Information*

<b>MAIN CONTACT (must be at least 21 years old and in charge during park use)</b>			
First & Last Name*		Today's Date* (m/d/yy)	
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	(Submit Proof of Status with form)
<b>Name of Event*</b>			
<b>Description of Event*</b>			

Choose your top 3 preferences for the Parks and Sites/Areas and Dates

(The Sites/Areas in Park could be Uncovered or Sheltered Sites, Lawn Areas, Plazas and/or Trails)

Preferred Park on three different dates **OR** Preferred Date at three different Parks

All setup, cleanup, equipment delivery and removal must be done during permitted Park hours (8:00am – Dusk)

Park Name and Sites/Areas*			Date* (m/d/yy)
1*			
2*			
3*			
Set-up Start Time*	Take Down End Time*	Event Start Time*	Event End Time*
<b>Type of Use*</b> <input type="checkbox"/> <b>Private</b> - planned guest list, know who is attending, limited to a set number and the public is not admitted. <input type="checkbox"/> <b>Public</b> - public is invited through word-of-mouth, flyers, or media advertising and number of attendees may vary.			
Anticipated Number of Participants/Spectators*		Anticipated Number of Staff/Volunteers*	
Anticipated Number of Vendors*		Anticipated Number of Booths/Tents*	
Are you selling concessions?* <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you charging admission?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you require electrical access?* <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you plan to have amplified sound?* <input type="checkbox"/> Yes <input type="checkbox"/> No	

### PARK USE DETAILS\* (Additional special use permits may be required)

Will there be food?* <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will it be <input type="checkbox"/> served or <input type="checkbox"/> sold? Who is providing it?	
<input type="checkbox"/> Food Vendor/Caterer to stay at the park during use**	<input type="checkbox"/> Bringing it ourselves
<input type="checkbox"/> Food Vendor/Caterer to sell food to public at the park**	<input type="checkbox"/> Food Vendor/Caterer to drop-off
Will there be entertainment or games?* Examples: animal show, balloon artist, face painter, jumbo size games, inflatable ride/bouncy house, magician etc. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who is providing it?	
<input type="checkbox"/> Bringing it ourselves <input type="checkbox"/> Hiring a company** What is planned? *	

Will there be additional equipment brought in?\* Examples: chairs, tables, staging, tents/canopies etc. ☐ Yes ☐ No  
If yes, who is providing it? ☐ Bringing it ourselves OR ☐ Hiring a company\*\* What is planned?\*

- Will there be a stage? If yes, what size? \_\_\_\_\_
- Will there be tents/or canopies? If yes, how many, and what size? \_\_\_\_\_

**\*\*A [Park Special Use Form](#) is required and must be submitted for approval no less than 30 days before park use.**

Is this the first time that you or your organization have planned an event like this?\* ☐ Yes ☐ No If yes, what is your experience (when, where, size, frequency, etc...)\* \_\_\_\_\_

## **PARKS & RECREATION FACILITIES CODE ACKNOWLEDGEMENT (Initial Required)**

Sound may **not** be amplified or travel beyond 30 feet of its origin for private use 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 \_\_\_\_\_

## **WAYS TO PAY (Payments are due within 48 hours of request approval)**

**VISA or MASTERCARD** (We do not accept AMEX or Discover)

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

Cardholder Address \_\_\_\_\_

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

☐ Email Me an Invoice to Pay Online ☐ Call Me to Pay Over the Phone

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

## **INSTRUCTIONS**

1. Review the [BellevueWA.gov/rentals/outdoor-rentals/](http://BellevueWA.gov/rentals/outdoor-rentals/) webpage and [Park Use Guidelines](#) before submitting form.
2. Forms must be received no less than **60 days** before the event date requested.
3. Forms are processed on a first-come, first-served basis. No date will be confirmed until the form is approved.
4. There is no legal or binding commitment between the City and Main Contact listed until a rental permit is emailed.
5. Submit form by - **Email** (as Attachment) [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov) or **Fax** 425-452-7221 or **Drop-off** Bellevue City Hall, 450 110<sup>th</sup> Ave NE, Service First Desk, Monday-Friday, 8am-4pm  
(Not Recommended) **US Mail** City of Bellevue, Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009-9012
6. **Questions?** Contact us at - [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov) or 425-452-6914 (Monday-Friday, 9am-4pm)

## **AGREEMENTS**

The undersigned hereby makes an application to the 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.

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

**SIGNATURE** by Main Contact \_\_\_\_\_ Date \_\_\_\_\_



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6914 (voice) or email [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov). For complaints regarding modifications, contact City of Bellevue ADA, Title VI, and Equal Opportunity Officer at 425-452-6168 (voice) or email [ADATitleVI@BellevueWA.gov](mailto:ADATitleVI@BellevueWA.gov).