



INSTRUCTIONS

- A permit is required when hiring a company to provide services or equipment in the park during use.
1. Form must be received at least 30 days before park use for consideration. If received with less notice, special use may not be approved.
 2. Form that is incomplete or has been altered will not be processed.
 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, 8am-4pm **OR** (Not Recommended) **US Mail** City of Bellevue, Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009-9012
 4. All requirements are to be met no less than 21 days prior to park use. Main Contact or hired companies can provide the required documents via email. When all requirements have been met, an email will be sent indicating approval.
 5. Not all special uses are permitted at all parks and sites.
 6. **Questions?** Contact us by email at ParkRental@BellevueWA.gov or phone 425-452-6914 (Mon-Fri, 9am-4pm).

MAIN CONTACT - as listed on Park Request Form and present on the day of park use

Organization (if applicable)	Park Use Date*
Main Contact Name*	Cell Phone*
Park & Site(s) Rented for Use*	

BASIC COMPANY REQUIREMENTS

- A Certificate of Insurance 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 \$1,000,000 Automobile Liability is required for company vehicle access beyond the parking lot.
- Must have a WA State UBI number. If they meet certain requirements, they must also register and obtain a Bellevue business license. If you have questions, contact the Bellevue Tax Office at 425-452-6851 or go to <https://bellevuewa.gov/city-government/departments/finance/business-taxes>.

ADDITIONAL REQUIREMENTS

- Food/Catering:
 1. Health Department food business permit.
 2. Copy of order/contract or a list of the equipment being brought to the park.
A Fire Department issued Operational Permit is required for all food trucks and trailers that uses LP Gas for cooking. For information call 425-452-6872 or visit the webpage <https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits>.
- Entertainment/Games: Copy of order/contract or a list of the equipment being brought to the park.
- Inflatable Rides/Games:
 1. Can be approved for some park sites April 1 through October 31, weather permitting.
 2. Only pre-approved companies are permitted in Bellevue Parks. A list can be provided.
 3. A copy of the order/contract is required and needs to include a generator and company staff to stay on-site to operate the inflatable.
 4. There is a limit of 1 inflatable ride allowed in most Bellevue Parks.
 5. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size.
 6. When multiple inflatable rides are approved, additional fees and permits are required, including a possible electrical inspection.
 7. Inflatables must be weighed down and not staked into the ground to prevent damage.
 8. All equipment must be delivered and picked up during scheduled park use.
- Vehicle Access:
 1. Vehicle access is allowed in the Downtown Park Plaza only.
 2. Vehicle access is not allowed for personal vehicles.

ADDITIONAL REQUIREMENTS – continued**• Equipment:**

1. Copy of order/contract listing the equipment being brought into the park.
2. All equipment must be delivered and picked up during the scheduled park use.
3. For stages larger than 4'x4' or taller than 12" above ground, submit a plan to secure the stage when not in use.
4. Tents/Canopies may require a permit from the Fire Department. Call 425-452-6872 or visit the webpage <https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-permits> for information.
5. Tents must be weighed down and not staked into the ground to prevent damage.

Company Types – Food/Catering (Truck/Trailer or Non-Truck/Trailer), Entertainment/Games, Equipment, Inflatable Ride

Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*
Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*
Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*
Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*

RULES & REGULATIONS - Initial Required

- 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 at least 21 days prior to park use. **Initial** _____
- I have read the [Park Use Guidelines](#) and understand the city codes, policies and ordinances, including the Parks and Recreation Facilities Codes at <https://Bellevue.Municipal.Codes/BCC/3.43>, governing use of Bellevue Parks and agree to abide by them. **Initial** _____
- After an inspection of the park, any damage will be assessed based upon repair or replacement costs. Main Contact will be notified by email of any damage and invoiced for charges. **Initial** _____

PERMIT FEES

Food/Catering - \$50 per company **Equipment** - \$50 per company **Vehicle Access** - \$50 per vehicle
Entertainment/Games - \$30 per activity **Inflatable Ride/Games** - \$30 per ride/game

WAYS TO PAY - Payments are due within 48 hours of 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

 For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-6914 (voice) or email ParkRental@BellevueWA.gov. For complaints regarding accommodation, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice) or email ADATitleVI@BellevueWA.gov. If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.