



2024 Park Site Request Form

Small, Private Site Use Only

Form due no less than 10 days prior to park use date

**Required Information*

MAIN CONTACT (must be at least 21 years old and in charge during park use)	
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)
What is Planned* (Family/Business Picnic, Birthday/School Party, Reunion, Business Use, etc.)	Expected Attendance*
Type of Use* <input type="checkbox"/> Private - planned guest list, know who is attending, limited to a set number and the public is not admitted. <input type="checkbox"/> Public - public is invited through word-of-mouth, flyers, or media advertising and number of attendees may vary. Requires a Park Event Request Form no less than 60 days before the event date requested.	
Are you selling concessions?*	Are you charging admission?*
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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 (8am – Dusk)

Time Options: AM Half Day 8:00am-2:00pm **or** PM Half Day 3:00pm-Dusk **or** Full Day 8:00am-Dusk **or** Other

	Park Name and Site, Lawn Area and/or Trail	Date (m/d/yy)	Time Option (AM/PM Half, Full, Other)
1*			
2			
3			

PARK USE DETAILS* (Additional special use permits may be required)
Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, 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 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. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who is providing it? <input type="checkbox"/> Bringing it ourselves or <input type="checkbox"/> Hiring a company** What is planned? _____
Will there be tents/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.

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/ webpage and [Park Use Guidelines](#) before submitting form.
2. Form must be received no less than **10 days** before the small, private park use date requested. Public and large private events require a **Park Event Request Form** 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. Special Uses will not be approved if form is received less than 30 days before the park use date requested.
6. Submit form by - **Email** (as Attachment) 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
7. **Questions?** Contact us at - 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. **The applicant agrees to comply with all applicable COVID-19 safety requirements and guidelines as issued by the Governor’s office, Health Department 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 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 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.