



BELLEVUE CITY HALL
City Hall Events Program

CATERING & EQUIPMENT SUGGESTED LIST APPLICATION

COMPANY INFORMATION

REGISTERED LEGAL NAME OF BUSINESS: _____

“D.B.A.” NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

KITCHEN ADDRESS (if different): _____

PHONE: _____ FAX: _____ Email: _____

THE ABOVE ENTITY OPERATES UNDER:

WASHINGTON STATE BUSINESS LICENSE #: _____

CITY OF BELLEVUE BUSINESS LICENSE #: _____

FEDERAL TAX ID #: _____

KING COUNTY FOOD SERVICE ESTABLISHMENT PERMIT #: _____

DO YOU HAVE AN “I” LIQUOR LICENSE? Yes—Copy Attached No Have Applied

INSURANCE REQUIREMENTS

- A certificate of insurance from the caterer naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage.
- Liquor liability (required if alcohol served by caterer).
- A certificate of insurance from the equipment/rental naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage.

RENTAL EQUIPMENT INFORMATION

How heavy are your delivery vehicles? _____

Are your rolling carts equipped with rubber wheels? _____

Are there any special requirements needed in order for your company to deliver equipment?

AGREEMENTS

During the use of the City of Bellevue City Hall facility, the applicant agrees to not exclude anyone participation in, deny the benefits of, or otherwise subject anyone to discrimination because of the person’s race, color, national origin, age or disability. The undersigned hereby makes application to the City of Bellevue for use of the City Hall facility described above and certifies that the information given in the application 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/procedures of the City of Bellevue. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and 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.

Signature of representative authorized to sign for business

Printed name

Date