



Rental Equipment Only Request Form
City of Bellevue Parks & Community Services
www.bellevuewa.gov Phone: (425) 452-6914 Fax: (425) 452-7221

Instructions:

1. Complete this form with signature and submit with full payment plus deposit a minimum of 4 business days prior to requested pick-up date to:

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-5pm or
 Mail: City of Bellevue, Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009-9012

2. All requests are on a first-come-first-serve basis, and no equipment will be held until the City of Bellevue approves this rental request. There is no legal or binding commitment between the parties until you receive a rental confirmation.

APPLICANT INFORMATION (Responsible Party)			Incomplete Request Forms will be returned to Sender		
Organization:			Today's Date:		
Main Contact:					
Email:			Home Phone #:		
Mailing Address:			Work Phone #:		
City:	State:	Zip:	Cell Phone #:		
Pick-Up Date:			Return Date:		

RENTAL EQUIPMENT

Deposit is fully refundable if equipment is returned on time, in the condition that you received it, clean, complete and undamaged. For multiple items, the deposit will not exceed \$400. Pick-up and return to Bellevue City Hall on the business day before and after your use. Kits not returned on-time will be charged additional rental fees payable out of deposit. Fill in the quantity of each kit you would like to reserve for your event (subject to availability at time of request):

Bocce Ball	Fee \$20	Deposit \$50	Qty __	Old Fashioned Games Kit	Fee \$25	Deposit \$50	Qty __
Croquet Kit	Fee \$20	Deposit \$50	Qty __	Tug-O-War Rope	Fee \$15	Deposit \$50	Qty __
Kickball Kit	Fee \$20	Deposit \$50	Qty __	Volleyball Kit	Fee \$30	Deposit \$100	Qty __

AGREEMENTS

The undersigned hereby makes application to 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/procedures of the City of Bellevue Parks & Community Services Department. 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. 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 Guide and in all the Special Use Forms for the park area I am requesting to use. I further certify that I am 21 years of age or older.

SIGNATURE (REQUIRED): Main Contact: _____ Date: _____

In lieu of my signature below, I certify that I have an account with Bellevue Parks & Community Services and that by providing my Bellevue Parks & Community Services Barcode/Client ID# _____ I am acknowledging I am the holder of the account and agree to all the terms listed above.

PAYMENT – (All fees & deposits are due in full with form)

MAIL CHECKS (PAYABLE TO: City of Bellevue) TO: City of Bellevue
 Attn: Parks Scheduling Office
 PO Box 90012
 Bellevue, WA 98009-9012

VISA/MASTERCARD PAYMENTS: Visa MasterCard (We do not accept American Express or Discover)

Cardholder Name: _____ Cardholder Phone #: _____

Cardholder Signature: _____ Amount Approved: \$ _____ fee(s) + deposit(s)

Card Number: _____ Exp. Date: _____