

2009 PARK USE GUIDE

FAMILY REUNIONS • COMPANY PICNICS • SCHOOL PICNICS
CLASS REUNIONS • WEDDING RECEPTIONS
REWARD PICNICS • CORPORATE PICNICS
AND ALL SPECIAL OCCASIONS



CHISM BEACH PARK

For Reservations Contact:

Parks Scheduling Office

Phone: (425) 452-6914; Fax: (425) 452-7221

Email: parkrental@bellevuewa.gov

Parks web: www.bellevuewa.gov

City of Bellevue

Parks & Community Services Department

PO Box 90012, Bellevue, WA 98009-9012



This information will be provided in alternate formats for individuals with disabilities upon request. We invite everyone's participation, please provide two weeks advance notice for accommodations requests. Assistance for the deaf and hard of hearing can be provided through the 711 Telecommunications Relay Service.

The **BELLEVUE PARKS & COMMUNITY SERVICES DEPARTMENT** invites you to celebrate your next corporate, family or social gathering at one of our beautiful parks. Choose from a variety of picnic and outdoor wedding sites that range from scenic waterfront beach parks to a picturesque working farm. Located in the center of all the metropolitan areas (20 minutes from Seattle, 40 minutes from Tacoma, and 35 minutes from Snohomish County), BELLEVUE is the most convenient location you will find! This rental guide provides the essential information needed to make a park reservation: important contact information, a detailed chart with park amenities, the reservation process, park use rules and regulations, renters rights and privileges, available rental equipment and park use fees. To make a picnic or outdoor wedding reservation at one of our beautiful Bellevue parks, please review the Reservation Process found on pages 6 and 7. The Outdoor Facility Use Request Form and Supplement Form are enclosed for your convenience.

CONTACT INFORMATION

Parks Scheduling Office:

Phone Number: (425) 452-6914

Fax Number: (425) 452-7221

Email Address: ParkRental@bellevuewa.gov

Website Addresses:

- http://www.bellevuewa.gov/facility_rentals_outdoor.htm to access more park information, photos, and forms
- <http://parksreg.cityofbellevue.org> to see park descriptions and availability – *Select the “Facilities” tab, then one of three search options*

Assistance for the hearing - impaired can be provided through the 711 TTY Service.

Kelsey Creek Park Scheduling Staff:

Victoria Barrett, Kelsey Creek Farm Park: (425) 452-7688

KelseyCreekFarm@bellevuewa.gov

To reserve the shelter at Lake Hills Greenbelt: (425) 452-7158

For problems in the parks call Resource Management: (425) 452-6855 (answering service from 4pm to 7:30 am) or (425) 313-2150 (Resource Management answering service)

Bellevue Police Department: Emergency: 911 **Non-Emergency:** (425) 452-6917

Activities

Sport field use: There are ball fields located at Lakemont Community Park, Lake Hills Park, Hidden Valley Sports Park, Newport Hills Park, Robinswood Sports Park, and Wilburton Hill Park. Use of the ball fields is by reservation only. Reservations for ball fields should be made as soon as possible after scheduling your picnic and will be based on availability.

Swimming: (at beach parks): Lifeguards are on duty seven days a week from 12:00 noon – 7:00 pm late June through Labor Day at our beach parks.

Boating: Non motorized watercraft may be launched and landed at the following parks during the following times:

All year, in designated areas:

Newcastle Beach Park

Burrows Landing

Enatai Beach Park

Clyde Beach Park

Sweylocken Boat Launch (Mercer Slough Park)

Non-Swimming Season, in designated areas:

Chism Beach Park

Meydenbauer Beach Park

Chesterfield Beach Park

Motorized watercraft are not permitted within the limits of a park, per park code.

Canoe and kayak rentals: Rentals are available at Enatai Beach Park. If you would like to make reservations please call Cascade Canoe and Kayak directly at (425) 430-0111.



Water Spray Park at Crossroads
Community Park

2009 PARK USE FEE SCHEDULE

Bellevue Parks & Community Services Department - Parks Scheduling Office (425) 452-6914

PARK USE RENTAL FEE	Weekday (Mon – Thurs)		Weekend (Fri – Sun; Holidays)	
	Half Day (End by 2pm or begin 3pm or later)	Full Day (Anytime that includes 2 – 3pm)	Half Day (End by 2pm or begin 3pm or later)	Full Day (Anytime that includes 2 – 3pm)
Applies to all picnic sites that do not have a shelter. Amount is based on the number of people attending your event.				
1 – 25 people	\$43	\$46	\$50	\$57
26 – 50 people	\$50	\$56	\$70	\$82
51 – 100 people	\$70	\$82	\$108	\$134
101 – 150 people	\$90	\$108	\$148	\$186
151 – 200 people	\$110	\$134	\$186	\$238
201 – 250 people	\$128	\$160	\$226	\$290
251 – 300 people	\$150	\$186	\$264	\$342
More than 300 people	\$30 + \$0.50 pp	\$30 + \$0.65 pp	\$30 + \$1.00 pp	\$30 + \$1.25 pp

SHELTER USE RENTAL FEES	Weekday (Mon – Thurs)		Weekend (Fri – Sun; Holidays)		
	Half Day (End by 2 pm or begin at 3 pm or later)	Full Day (Anytime that includes 2–3 pm)	Half Day (End by 2 pm or begin at 3 pm or later)	Full Day (Anytime that includes 2–3 pm)	
Applies to all picnic sites that have a shelter.					
▪ Crossroads International Park	Single Site (up to 50 people)	\$75	\$90	\$115	\$135
	Entire Shelter (up to 150 people)	\$130	\$165	\$230	\$300
▪ Kelsey Creek Park	(up to 50 people)	\$75	\$90	\$115	\$135
▪ Lake Hills Greenbelt Shelter	(up to 50 people)	\$55	\$65	\$75	\$90
▪ Lakemont Community Park	Single Site (up to 25 people)	\$55	\$65	\$75	\$90
	Both Shelters (up to 50 people)	\$85	\$100	\$125	\$150
▪ Newcastle Beach Park	(up to 150 people)	\$130	\$165	\$230	\$300
▪ Newport Hills Community Park	(up to 25 people)	\$55	\$65	\$75	\$90

SPECIAL USE PERMIT FEES: Contact the Parks Scheduling Office for permit process, information, and deposits.

▪ Inflatable/Games Permit	\$25/permit plus \$200 Deposit	▪ Vehicle Access Permit	\$25/permit plus \$200 Deposit
▪ Catering Permit	\$50/permit	▪ Amplified Sound Permit	\$25; must apply
▪ Electrical Vault Access Permit	\$25 plus staffing costs	▪ Concessions/Admissions	\$25/youth & non-profit; \$50 for adults & commercial groups

RENTAL EQUIPMENT (# available): Contact the Parks Scheduling Office for information and to reserve equipment for your event.

▪ Croquet (2)	\$15 fee, plus \$50 Deposit	▪ Softball (1)	\$15 fee, plus \$100 Deposit
▪ Flag Football (2)	\$15 fee, plus \$50 Deposit	▪ Volleyball (6)	\$25 fee, plus \$50 Deposit
▪ Old Fashioned Games (2)	\$15 fee, plus \$50 Deposit	▪ Weekend Warrior (2)	\$25 fee, plus \$50 Deposit
▪ 10' x 10' Canopy (4)	\$30 fee, plus \$100 Deposit		

TABLE COVERS by Kwik-Covers	\$5 each, fits only selected tables at Chism, Enatai, Newcastle (not the shelter), & Wilburton
RENTAL EQUIPMENT LATE RETURN FEE	Rental fee charged again daily for each day returned late
CANCELLATION FEE	\$30 or 50% of rental fee, whichever is greatest
RESCHEDULE FEE	\$10 per schedule change (date, time, or location)
CLEANING FEE	\$75/hr if additional cleaning is required
PHOTOGRAPHY/FILMING FEE	Varies, please contact the Parks Scheduling Office a min. 2 weeks prior

PICNIC SITE INFORMATION

Park & Location	Maximum Capacity*	Description	Picnic Shelter	Secured ** Picnic Tables	Rest-Rooms	BBQ	Play Area	Popular Wedding Location	Parking Spaces	Special Uses ***				Additional Amenities			
										Catering	Big Toy	Vehicle Access	Electrical Vault	Dumpster	Electrical Outlets	Phone	Unique Amenities
Bellevue Downtown Park & Formal Garden 10201 NE 4 th St.	Picnic Site 150 Center Lawn 2000 Formal Garden 50	A 20-acre oasis of green in the heart of Bellevue defines this elegant centerpiece of the Bellevue parks system. Your wedding is sure to be a success in the beautiful Formal Garden.	No	Picnic Site: 10 Center Lawn: 0 Garden: 0	X		X	Formal Garden	189 + 5 Hcp	X	X	X	Center Lawn	In SE parking lot off 102nd	Picnic Site		◆ Waterfall ◆ Reflecting Pond ◆ Trail
Chism Beach Park 1175 – 96 th Ave. SE	Upland Lawn 125 Lower Site 25	Waterfront park featuring two picnic sites suitable for group events or weddings.	No	Upland 0 Lower 2	X		X	Upland	76 + 5 Hcp	X							◆ Swimming Beach
Clyde Beach Park 2 – 92 nd Ave. NE	Picnic Site 25	Expanded beach park features an enchanting boat house that evokes memories of the past.	No	0	X		X		11 + 2 Hcp								◆ Swimming Beach
Crossroads Community Park - International 16140 NE 8 th St	Each Section 50 Entire Shelter 150	Spacious and convenient park located near Crossroads Mall includes a variety of amenities including a picnic shelter, a par 3 nine hole golf course, and a water spray park.	Yes	Site #1: 3 Site #2: 3 Site #3: 3	X	2	X		100 + 5 Hcp	X	X			X	X		◆ Par 3 Golf Course ◆ Basketball Court ◆ Tennis Court
Enatai Beach Park 3519 – 108 th Ave. SE	Picnic Site 75	Spacious and scenic patio overlooking Lake Washington. Rent a canoe or kayak and paddle through the Mercer Slough. Call (425) 430-0111 for reservations and information.	No	6	X				27 + 2 Hcp	X					X	X	◆ Canoe/Kayak Rentals ◆ Swimming Beach
Hidden Valley Sports Park 1905 – 112 th Ave. NE	Picnic Site 100	This park can accommodate a wide variety of sports enthusiasts, but also features plenty of lawn space for picnicking, volleyball, and other popular games requiring lots of open space.	No	0	X		X		144 + 3 Hcp	X	X			X		X	◆ 3 Ball Fields (1 w/lights) ◆ Basketball Court ◆ Tennis Court
Kelsey Creek Farm Park 410 – 130 th Pl. SE	Picnic Site 50	Picturesque working farm with two majestic white barns. Perfect location for small picnics and gatherings. Call (425) 452-7688 for reservations.	Yes	0	X	3	X		35								◆ Farm Park with animal viewing 9:30 – 3:30 pm ◆ Trails
Killarney Glen Park 1933 – 104 th Ave. SE	Picnic Site 50	Surrounded by large trees, this park is truly a secluded haven close to downtown.	No	0	Portable	2	X		19 + 1 Hcp	X	X						◆ Basketball Court ◆ 2 Tennis Courts
Lake Hills Community Park 1200 – 164 th Ave. SE	Picnic Site 50	If you're looking to challenge your guests to a friendly softball game this is the park for you.	No	2	X		X		38 + 2 Hcp	X							◆ 2 Ball Fields ◆ Basketball Courts
Lake Hills Greenbelt 15416 SE 16 th St	Garden shelter: 50	3+ miles of trails, picnic areas, water access, fishing, blueberry farms and seasonal produce stands. Call (425) 452-7158 for reservations.	Yes	4	X				36 + 2 Hcp								◆ Ranger Station
Lakemont Community Park 5170 Village Park Dr.	Shelter #1 25 Shelter #2 25	Your guests will love the feel of privacy this park has to offer, including a children's play area and a skate park!	2	Shelter #1: 2 Shelter #2: 2	X	4	X		47 + 2 Hcp								◆ Ball Field ◆ Basketball Court ◆ Tennis Court
Meydenbauer Beach Park 419 – 98 th Ave. NE	Picnic Site 25	Located in the center of Meydenbauer Bay, this scenic location is ideal for small groups.	No	3	X	1	X		16 + 1 Hcp						X		◆ Swimming Beach ◆ 50 Meter Open Water Swim Course
Newcastle Beach Park 4400 Lk. WA. Blvd. SE	Shelter #1 150 Site #2 75 Site #3 25	Large grassy open area – perfect for the imaginative party planner. Ideal location for company picnics and family reunions.	Site #1	Shelter #1: 8 Site #2: 6 Site #3: 0	X	2	X		120 + 3 Hcp	X	Site #1			X		X	◆ Swimming Beach
Newport Hills Park 6029 – 120 th Ave. SE	Picnic Site 25	Great for small gatherings and picnics combined with a ballgame.	Yes	0	X		X		31 + 2 Hcp	X							◆ Ball Field ◆ Soccer Field
Robinswood Community Park 2430 – 148 th Ave. SE	Picnic Site 50	This large community park has it all...open space, a pond, athletic fields, barn, 2 animal corrals, trails, Tennis Center, and the historical Robinswood House.	No	6	X		X		89 + 1 Hcp	X	X			Next to Robinswood House			◆ Ball Field w/lights ◆ 2 Soccer Fields w/lights ◆ Tennis Center
Spiritridge Park 16100 SE 33 rd Pl.	Picnic Site 30	Lots of flat open space – great for birthday parties and old fashioned picnic games.	No	0	X		X		9 + 1 Hcp	X	X						◆ Basketball Court ◆ Tennis Court
Wilburton Hill Park 12001 Main St.	Picnic Site 150	Location! Location! Location! Large picnic area and ball fields with easy access from 405. Wilburton Hill Park is ideal for company picnics	No	6	X		X		150 + 4 Hcp	X	X	X					◆ 2 Ball Fields ◆ Soccer Field ◆ Botanical Gardens

* Max Capacity at each location does not guarantee that everyone can sit at tables at the same time. It is assumed guests will use the surrounding grounds in addition to available tables.

** All parks have unsecured tables available on a first-come, first-serve basis; secured tables are guaranteed at picnic sites to approved rental groups.

*** SPECIAL USES – additional conditions must be met prior to approval. Call the Parks Scheduling Office (425) 452-6914 or check online at www.bellevuewa.gov for list of requirements.

WHEN TO RESERVE

Request forms are processed in the order received. It is recommended to make a reservation as early as possible. Availability is subject to change.

Parks Scheduling Office begins accepting requests from:

- Bellevue residents beginning January 15.
- Non-Bellevue residents beginning February 16.

Requests received less than 14 business days prior to event:

- Cannot be open to the public.

Requests received less than 7 business days prior to event:

- Cannot include any special uses (catering, inflatable, etc.).
- Only cash, Visa, or MasterCard can be accepted.
- Applicant must come to the office in person during business hours to pick up the confirmation packet.

Requests received less than 4 business days prior to event will not be processed and payment returned.

PARK AVAILABILITY

You can check park availability either online, via e-mail, or by phone.

- **Online:** <http://parksreg.cityofbellevue.org>
 - Select the "Facilities" tab
 - Click "Facility Availability Search"
 - Choose a park or (all) then fill in your criteria where prompted on the next few screens.
 - Facility descriptions can be viewed by clicking the name of the facility
 - Click the date to view time availability of your preferred picnic site.
- **Email:** ParkRental@bellevuewa.gov
- **Phone:** (425) 452-6914

Kelsey Creek Park picnic rental information and availability can be obtained by contacting the farm directly at (425) 452-7688 or email KelseyCreekFarm@bellevuewa.gov

Rental Hours Available

Parks are open one-half hour before sunrise to one-half hour after sunset and available to rent for either:

- **Half Day:** Setup can start any time after the park is open. Cleanup is done no later than 2 pm. **OR** Setup can start at or after 3 pm. Cleanup is done by the time the park closes.
- **Full Day:** All other rentals.

Note: The Parks Scheduling Office may schedule two half day picnic rentals at the same site. No late departures or early arrivals please.

WHAT TO SUBMIT TO MAKE A RESERVATION

1. **Outdoor Facility Use Request Form** with signature can be scanned and submitted by email, faxed in, mailed in, or dropped off. If you have a client ID#, a signature is not required. Incomplete forms will be returned.

If you are a returning renter or current program participant and you need to retrieve your client ID#, you can log on to <http://parksreg.cityofbellevue.org> and select "My Account" tab and then "forgot my password". You will be asked to type in

your email address. You will receive an immediate email confirmation with your client ID# and family PIN.

Families may set up an account and receive a client ID# and family PIN online. Organizations & companies should contact the Parks Scheduling Office to get an account created.

To setup a family account, go to:

<http://parksreg.cityofbellevue.org/forms/ParksRegForm.htm>

2. **Outdoor Supplement Form, if required**

Submit an Outdoor Supplement Form if your function requires special uses (more details on page 7) or if the event is open to the public.

3. **Payment** - Requested dates and times will not be held for requests submitted without payment.

HOW TO SUBMIT

- **Email:** ParkRental@bellevuewa.gov
- **Fax:** (425) 452-7221
- **Mail:** Bellevue Parks & Community Services Dept.
Attn: Park Rentals
PO Box 90012
Bellevue, WA 98009-9012
- **Drop Off:** Bellevue City Hall, Service First Desk
Monday- Friday, 8 am to 5 pm.

CONFIRMING THE RESERVATION

Once forms and fees are processed, a rental contract/permit will be sent as confirmation, which also shows payments received. When possible, initial confirmation will be sent out by e-mail. Prior to your event, a final confirmation packet will be sent to you. This confirmation includes a reservation sign, park code reminders, map with driving directions, and trash bags to assist with litter control.

CANCELLATION POLICY

Cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to event date will receive a full refund of the rental fees paid, less an administrative fee.
- Cancellations made 14 – 29 days prior to the event will be charged a \$30 administrative fee or 50% of the rental fees paid (whichever is greater).
- Cancellations made 0 – 13 days prior to your event will result in no refund of the rental fees.
- No refunds will be made due to weather conditions.
- Policies are subject to change.

RESCHEDULING POLICY

Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a rescheduling fee. At least five (5) business days notice is required in order to be considered a reschedule. A new rental contract/permit and reservation sign will be issued.

RIGHTS AND PRIVILEGES

Please post your reservation sign at your picnic site early in the morning on the day of your event and carry a copy of your rental contract/permit.

Groups with rental contract/permits have the right to enjoy their picnic site for the time indicated on the permit and reservation sign.

Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If no permit or reservation sign for a picnic site is presented, the facilities are available on a first-come-first-serve basis.

If unauthorized or uncooperative individuals will not relinquish their hold on your permitted picnic site, you should notify the Parks Department after hours number at (425) 452-6855 for assistance.

Approved use is for the picnic site or other designated area of the park only. Please refer to the park map for specific areas. The entire park will remain open to the public. The entire park will not be closed to a private group or function under any circumstance.

RENTER'S RESPONSIBILITY

The applicant needs to be in attendance at the event during the time specified on the rental contract/permit and have in their possession the approved rental contract/permit. Without this permit, your reservation cannot be guaranteed. The renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage.
- Maintenance of the premises during the scheduled use.
- Cleaning of refuse and debris and disposing in dumpsters.
- Security to maintain order.

PARK FACILITIES CODE

Persons using the outdoor park areas at any City park will be held responsible for observing Bellevue Parks & Community Services Department Facilities Codes. Please share relevant park information with your guests prior to the scheduled use.

The following activities are **prohibited** at City parks, including all picnic areas. Parks Facilities Codes online at: http://www.bellevuewa.gov/pdf/Parks/park_facilities_code_6-07.pdf.

- Alcoholic beverages of any kind.
- Dogs and pets on leashes over 6 ft or off-leash, except at Robinswood Animal Corral.
- Dogs and pets in beach parks and West Tributary of Kelsey Creek Park from June 1 through September 15.
- Motorized vehicles on the turf/grass or in unauthorized areas.
- Digging and/or driving stakes into the ground. If canopies or tents are used, they must be weighed down, not staked.
- Removal, destruction, or defacing of any City property or vegetation.
- Overnight camping.
- Launching, landing, or docking motorized boats.

SPECIAL USES

The following special uses require approval from the Parks & Community Services Department. If your event is open to the public or will involve one or more of the following special uses, then you must submit an Outdoor Supplement Form and complete necessary requirements indicated on the form at least seven (7) business days (14 business days for events open to the public) prior to your event.

Events open to the public: requirements indicated on the form must be met at least fourteen (14) business days prior to your event.

Catering: A permit is required if the caterer comes to the park for more than delivery, such as preparation or service.

Concessions/Admissions: A permit is required to sell any merchandise, food, or services or to charge admission in any public park.

Amplified Sound: Sound may only be amplified beyond 30 feet with a permit between the hours of 9am – 6pm. Permits will not be issued for private events (weddings, company picnics, etc.). To request a permit, please submit the Amplified Sound Permit Application for Events in Parks found online at:

http://www.bellevuewa.gov/word/Parks/parks_permit_app_for_sound.doc

Big Toy/Inflatable, Stage, Tent, or Canopy: A permit is required if you plan to have a big toy or inflatable, stage larger than 4 ft. x 4 ft. or taller than 12 in., or a tent or canopy larger than 200 sq. ft.

Dunk tanks and trackless trains are not permitted in any park. Pony rides are available only at the East Animal Corral located behind the Tennis Center at Robinswood Park.

Tents or canopies must be weighed down rather than staked into the ground to prevent damage to irrigation systems.

Vehicle Access: A permit is required for vehicle access in a park beyond the parking lot. Vehicle access is intended primarily for loading and unloading. Vehicle access is not available at all parks.

Electricity: Electrical outlets are available at some park sites. Permits and fees are not required if outlets are available. Electrical vaults are located in Downtown Park. Fees apply to access electrical vaults. Use of portable generators is permitted if neither outlets or vaults are available.

Large Events: If attendance is anticipated to be at least 2,000 participants or if Parks Scheduling Office staff determine your event may impact city services, you must call the Special Events Committee Office at (425) 452-6885.

MORE TO CONSIDER

Picnic Tables: Most picnic sites have secured picnic tables available for your exclusive use. All parks have unsecured tables available to the general public on a first-come, first-serve basis. Refer to the Picnic Site Information page of this guide for the number of secured tables at each picnic site.

Parking: Parking at most parks is limited and only available on a first-come, first-serve basis. All group users are advised and encouraged to carpool or provide a shuttle service from the nearest Park and Ride. An alternative parking plan may be requested by the Parks Department depending on the size, location and nature of your event.

Geese and Ducks are common visitors to park sites. Please be aware that you may experience droppings at the parks even though our staff attempts to control the situation. **Please do not feed the geese and ducks.**

Barbecues/Grills: Most Bellevue parks do **not** have barbecue grills available. Refer to the Picnic Site Information page for a list of picnic sites with grills. You are welcome to bring self-contained barbecue grills into the parks. It is strongly recommended to bring gas grills rather than charcoal. You are responsible for SAFE removal of the coals and grease. **DO NOT DUMP COALS OR GREASE IN THE PARKS OR IN PARK GARBAGE CANS.**



Picnic area at Bellevue Downtown Park



Gazebo at Newport Hills Park



Picnic shelter at Kelsey Creek Farm



Picnic area at Clyde Beach Park



Garden Shelter at Lake Hills Greenbelt



Picnic area at Spiritridge Park