

2012 Park Use Guide

**Company Picnics • School Picnics • Family Picnics
Class Reunions • Family Reunions
Weddings • Receptions
and all Special Occasions**



For Reservations Contact: Parks Scheduling Office

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

Email: parkrental@bellevuewa.gov

http://www.bellevuewa.gov/facility_rentals_outdoor.htm

City of Bellevue
Parks & Community Services
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.



Bellevue Parks & Community Services

2012 RESERVING A PICNIC AREA/SHELTER

Parks Scheduling Office:

Phone Number: 425-452-6914
Fax Number: 425-452-7221
E-mail Address: ParkRental@bellevuewa.gov
Website Address: http://www.bellevuewa.gov/facility_rentals_outdoor.htm

Mailing Address:

City of Bellevue
Attn: Parks Scheduling Office
PO Box 90012
Bellevue, WA 98009-9012

Kelsey Creek Park Shelter Scheduling Staff:

Phone Number: 425-452-7688 **Fax Number:** 425-452-2804 KelseyCreekFarm@bellevuewa.gov

INTRODUCTION

Thank you for choosing a Bellevue park to celebrate your next corporate, family or social gathering. 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, renter's rights and privileges, rental equipment information, and park use fees.

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.

In 2012, The Parks Scheduling Office begins accepting requests from:

- Bellevue Residents/Businesses beginning January 17.
- Non-Bellevue Residents/Businesses beginning February 15.

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, big toy/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.

CHECK PARK AVAILABILITY

You can check park availability either online, via email, or by phone.

• Online:

<http://parksreg.bellevuewa.gov/Facilities/FacilitiesSearchWizard.asp?>

- Click "Facility Availability Search"
- Choose a park or (all) then fill in your criteria where prompted on the next few screens.

Descriptions can be viewed by clicking the name of the park.

• **Email:** ParkRental@bellevuewa.gov

• **Phone:** 425-452-6914

• **Kelsey Creek Park** shelter availability can be obtained by contacting the farm at 425-452-7688 or email KelseyCreekFarm@bellevuewa.gov

RENTAL HOURS AVAILABLE

Parks are open 30 minutes before sunrise to 30 minutes after sunset and available to rent for either:

- **Half Day:** Setup can start any time after the park opens. Cleanup is done no later than 2pm. **OR** Setup can start at 3pm. Cleanup is done by the time the park closes.
- **Full Day:** Any rental that includes 2pm to 3pm.

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

EMERGENCIES

For park related emergencies call the after-hours number 425-452-6855 after 4pm on weekdays or anytime on weekends. For medical or other emergencies call 9-1-1 or for Bellevue Police Department non-emergencies call 425-452-6917.

WHAT TO SUBMIT TO MAKE A RESERVATION

1. **Park Reservation Request Form** with signature can be scanned and submitted by email, faxed, mailed, or dropped off. Incomplete forms will be returned.
2. **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:** City of Bellevue
Attn: Parks Scheduling Office
PO Box 90012
Bellevue, WA 98009-9012
- **Drop Off:** Bellevue City Hall, Service First Desk
Monday-Friday, 8am to 5pm

CONFIRMING THE RESERVATION

Once forms and fees are processed, a rental confirmation will be sent to the email address provided, which will also show payment received. Prior to your event, a final confirmation packet will be sent in the U.S. mail to you. This confirmation includes a reservation sign, park code reminders, map with driving directions, and information on recycling and litter control.

CANCELLATION POLICY

Cancellations must be made in writing email is acceptable).

- Cancellations made 30 or more days prior to the event will receive a full refund of the rental fees paid, less a \$30 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 the 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 \$10 rescheduling fee. A minimum of ten (10) business days' notice is required in order to be considered a reschedule. A new rental confirmation 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.
- Groups with rental confirmations have the right to enjoy their picnic site for the time indicated on the confirmation and reservation sign. Please take a copy of your rental confirmation with you to the park to avoid scheduling conflicts. The confirmation with the most current print date will resolve any scheduling conflicts. Should a conflict persist, please call the Bellevue Parks Answering Service at 425- 452-6855 or 9-1-1 and ask for assistance.
- Individuals or groups without a confirmation must relinquish the area when proof of a valid confirmation is presented.
- Your approved reservation allows you exclusive use of the specific picnic site or other designated area of the park only as shown on your confirmation. Please refer to the park map for specific areas. All other areas of the park are open to all users. 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 confirmation and have a copy of the confirmation in their possession. The renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles.
- Clean tables and benches.
- Area must be presentable for the next group.
- Security to maintain order.

CATERING

If you plan to bring in a caterer a special permit is required and other fees and insurance requirements will apply. A caterer is defined as a paid person or company that prepares and/or serves food on site in the park. The Outdoor Catering Request Form is required:

http://www.bellevuewa.gov/word/Parks/2012_Outdoor_Catering_Request_Form.doc

BIG TOY OR INFLATABLE

If you plan to hire an event or equipment company to provide a Big Toy, Inflatable a special permit is required and other fees and insurance requirements will apply. Most park sites do not have electricity so you may need a generator for power. *Dunk tanks and trackless trains are not permitted in any park.* The Big Toy/Inflatable Request Form is required:

http://www.bellevuewa.gov/word/Parks/2012_Big_Toy_Inflatable_Request_Form.doc

OTHER SPECIAL USES

If you would like to do any of the following the Park Special Use Supplement Form is required and other fees and insurance requirements may apply:

http://www.bellevuewa.gov/word/Parks/2012_Park_Special_Use_Supplement_Form.doc

- Have your event open to the public, one to which the general public is invited through word-of-mouth, flyers, or media advertising.
- Charging admission
- Require vehicle access into the Downtown Park or Wilburton Hill Park beyond the parking lot
- Require access to the electrical vault in the Downtown Park Center Lawn
- Set up a stage larger than 4'x4' or taller than 12 inches above ground
- Set-up a tent with walls that exceeds 400 sq ft
- Set-up a combination of tents with open sides that exceeds 700 sq ft
- Sell non-food concessions
- Sell food concessions
- Require a sound permit for your public event

ATHLETIC FIELD USE

There are ball fields located at Hidden Valley, Lake Hills, Lakemont, Lewis Creek, Robinswood, and Wilburton Parks. Reservations for ball fields should be made as soon as possible after scheduling your picnic and will be based on availability. The Field Use Request Form is required:

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

LARGE EVENTS

If attendance is anticipated to be 500 participants or more or if the Parks Scheduling Office determines your event may impact city services, you will be referred to the Special Events Committee Office.

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-served basis. Refer to the chart on pages 6 and 7 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-served basis. All groups are advised and encouraged to carpool. An alternative parking plan may be requested by the Parks Department depending on the size, location, and nature of your event.

GEESE AND DUCKS

Water fowl are common visitors to park sites be aware that you may experience droppings at the parks. Please do not feed the geese and ducks.

BARBECUES & GRILLS

Most Bellevue parks do **not** have barbecue grills available. Refer to the chart on pages 6 and 7 of this guide 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 TRASH RECEPTABLES.**

PARK FACILITIES CODE

Persons using the outdoor park areas at any City park will be held responsible for observing Bellevue Parks & Community Services Facilities Codes

http://www.bellevuewa.gov/pdf/Parks/park_facilities_code_6-07.pdf.

The following activities are prohibited at City parks, including all picnic areas.

- 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 June 1 through September 15.
- Motorized vehicles on the turf or 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 any City property or vegetation.
- Overnight camping.
- Launching, landing, or docking motorized boats.

SWIMMING & BOATING

Lifeguards are on duty seven days a week from approximately noon to 7:00pm late June through Labor Day at beach parks.

Canoe and Kayak rentals are available at Enatai Beach Park. Please contact Cascade Canoe and Kayak directly at 425-430-0111 or <http://www.canoe-kayak.com/>.

Non-Motorized watercraft may be launched and landed at the following parks during the following times:
All year, in designated areas at Newcastle Beach Park, Burrows Landing, Enatai Beach Park, Clyde Beach Park, and Swaylocken Boat Launch or during Non-Swimming Season, in designated areas at Chism Beach Park, Meydenbauer Beach Park, and Chesterfield Beach Park.

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

2012 PARK USE FEE SCHEDULE

NON-SHELTER PARK USE RENTAL FEES	Weekday (Mon – Thurs)		Weekend (Fri – Sun; Holidays)	
	Half Day *	Full Day *	Half Day *	Full Day *
# of People Attending Event				
1 – 25 people	\$43	\$50	\$50	\$62
26 – 50 people	\$50	\$62	\$70	\$90
51 – 100 people	\$70	\$90	\$108	\$150
101 – 150 people	\$90	\$120	\$148	\$200
151 – 200 people	\$110	\$145	\$186	\$260
201 – 250 people	\$128	\$175	\$226	\$320
251 – 300 people	\$150	\$200	\$264	\$375
More than 300 people	\$30 + \$0.50 pp	\$30 + \$0.75 pp	\$30 + \$1.00 pp	\$30 + \$1.50 pp

* **Half Day Fee** rental ending by 2pm or starting at 3pm or later and **Full Day Fee** rental is anytime that includes 2-3pm

SHELTER USE RENTAL FEES	Weekday (Mon – Thurs)		Weekend (Fri – Sun; Holidays)	
	Half Day *	Full Day *	Half Day *	Full Day *
■ Crossroads Community Park Single Site (up to 50 people) Entire Shelter (up to 150 people)	\$75 \$130	\$100 \$180	\$115 \$230	\$150 \$315
■ Kelsey Creek Park: (425) 452-7688 (up to 50 people)	\$85	\$110	\$125	\$160
■ Lake Hills Greenbelt Garden Shelter (up to 30 people)	\$55	\$70	\$75	\$100
■ Lakemont Community Park Single Site (up to 25 people) Both Shelters (up to 50 people)	\$55 \$85	\$70 \$110	\$75 \$125	\$100 \$160
■ Lewis Creek Park Single Site (up to 35 people) Both Shelters (up to 70 people)	\$55 \$85	\$70 \$110	\$75 \$125	\$100 \$160
■ Newcastle Beach Park (up to 150 people)	\$130	\$180	\$230	\$315

* **Half Day Fee** rental ending by 2pm or starting at 3pm or later and **Full Day Fee** rental is anytime that includes 2-3pm

SPECIAL USE PERMIT FEES: Contact the Parks Scheduling Office 425-452-6914 for information on the permit process.			
■ Big Toy/Inflatable Permit \$25/permit plus \$200 Deposit		■ Vehicle Access Permit \$25/permit plus \$200 Deposit	
■ Catering Permit \$50/permit		■ Amplified Sound Permit \$50 (not issued to private events)	
■ Electrical Vault Access Permit \$25 plus \$25 Key Deposit (Downtown Park only)		■ 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 (3) \$20 fee, plus \$50 Deposit		■ Softball (1) \$20 fee, plus \$50 Deposit	
■ Flag Football (2) \$20 fee, plus \$50 Deposit		■ Volleyball (4) \$30 fee, plus \$100 Deposit	
■ Old Fashioned Games (3) \$20 fee, plus \$50 Deposit		■ Weekend Warrior \$30 fee, plus \$50 Deposit	

TABLE COVERS	\$5 each and available in red, hunter green, red gingham and blue gingham plastic. Fits 8' tables only.
RENTAL EQUIPMENT LATE RETURN FEE	Rental fee charged daily for each day returned late.
CANCELLATION FEE	\$30 up to 100% of rental fees. See cancellation policy, page 3.
RESCHEDULE FEE	\$10 per change with proper notice. See rescheduling policy, page 3.
CLEANING FEE	\$75/hr if additional cleaning is required.
PHOTOGRAPHY/FILMING FEE	Varies, please contact the Parks Scheduling Office a minimum of 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	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 9600 SE 11 th ST	Upland Lawn 125 Lower Site 25	Waterfront park featuring two picnic sites suitable for group events or weddings.	No	Upland 0 Lower 2	Seasonal		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	Seasonal		X		13 + 3 Hcp							◆ Swimming Beach
Crossroads Community Park 16140 NE 8 th St	Each Section 50 Entire Shelter 150	A 34-acre park with a variety of amenities including picnic shelters, Par-3 nine hole golf course, skate bowl, basketball & tennis courts, and a water spray playground.	Yes	9 in entire shelter, 3 per section	X	2	X		100 + 5 Hcp	X	X			X	X	◆ Par 3 Golf Course ◆ Skate Bowl ◆ Water Spray Playground
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 seasonal information and reservations.	No	6	Seasonal		X		27 + 2 Hcp	X					X	◆ Canoe/Kayak Rentals ◆ Swimming Beach ◆ NEW Play Area!!!
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 volleyball and other games.	No	0	X		X		144 + 3 Hcp	X	X			X		◆ 3 Ball Fields (1 w/lights) ◆ Basketball Court ◆ Tennis Court
Kelsey Creek Farm Park 410 – 130 th Pl. SE	Picnic Shelter 50	Picturesque working farm with two majestic white barns. Perfect location for small picnics and gatherings. Call (425) 452-7688 for reservations. Fax (425) 452-2804	Yes	0	X	3	X		35							◆ Farm Park with animal viewing 9:30am-3:30pm ◆ 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	Seasonal Portable	1	X		19 + 2 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 15500 SE 16th Street	Garden Shelter 40	Right in the middle of the Community Gardens near the Ranger Station. This shelter is perfect for adult only gatherings as there is not a play area for kids.	Yes	4	At Ranger Station				36 + 2 Hcp						X	◆ 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
Lewis Creek Park 5808 Lakemont Blvd SE	Shelter #1 35 Shelter #2 35	Explore nature in the new Lewis Creek picnic area. Nearby trails wind through wetlands, grasslands and forest. Bring binoculars for wildlife viewing.	2	Shelter #1: 2 Shelter #2: 2	X	2			18 + 1 Hcp	X					X	◆ Visitor Center ◆ Play Area by Visitor Cntr ◆ Trails
Meydenbauer Beach Park 419 – 98 th Ave NE	Picnic Site 30	Located at Meydenbauer Bay, this scenic location is ideal for small groups.	No	3	Seasonal	1	X		16 + 2 Hcp	X						◆ Swimming Beach ◆ 50 Meter Swim Course
Newcastle Beach Park 4400 Lake Washington 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		◆ Swimming Beach
Robinswood Community Park 2430 – 148 th Ave SE	Picnic Site 75	This large community park has it all...open space, a pond, athletic fields, off leash dog corrals, trails, and historical Robinswood House.	No	7	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	Seasonal		X		9 + 1 Hcp	X	X					◆ Basketball Court ◆ Tennis Court
Wilburton Hill Park 12400 Main St.	Picnic Site 150	Location! Location! Location! Large picnic area and ball fields with easy access from I-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 picnic 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 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.



Picnic Area at Lake Hills Park



Picnic area at Bellevue Downtown Park



Picnic area at Robinswood Community Park



Picnic Shelter at Kelsey Creek Farm



Picnic area at Clyde Beach Park



Garden Shelter at Lake Hills Greenbelt