



Bellevue Parks & Community Services

2016 PARK USE GUIDELINES

Parks Scheduling Office:

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Mailing Address:

City of Bellevue
Attn: Parks Scheduling Office

PO Box 90012

Bellevue, WA 98009-9012

Drop Off:

Bellevue City Hall, Service First Desk

450 110th Ave NE

Monday-Friday, 8am to 5pm

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.

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 2016, the Parks Scheduling Office begins accepting requests from:

- Bellevue Residents/Businesses beginning January 20.
- Non-Bellevue Residents/Businesses beginning February 17.

Requests received less than 14 business days' prior to event:

- Cannot be open to the public.

Requests received less than 10 business days' prior to event:

- Cannot include any special uses (catering, inflatable ride, laser tag, entertainment, equipment, etc...).
- Only cash, Visa, or MasterCard can be accepted.
- Applicant may be required to pick up confirmation packet at Bellevue City Hall prior to event date.

Requests received less than 5 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 "Facilities" then "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.

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.

WHAT TO SUBMIT TO MAKE A RESERVATION

1. A completed Park Reservation Request Form http://www.bellevuewa.gov/word/Parks/Park_Reservation_Request_Form.docx with Agreements section signed can be scanned and submitted by email, fax, mail, or drop-off a minimum of 5 business days' in advance. See Instruction section at the top of form. Incomplete request forms will be returned to Sender.
2. **Payment** is required with form. Requested dates and times will not be held for requests submitted without payment.

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. About 10-14 days prior to your event, a reservation packet will be sent in the U.S. mail to you. The packet contains a copy of your confirmation, reservation sign(s), any applicable special use permits, 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, 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 (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

(REVISED FOR 2016)

Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a \$15 rescheduling fee. A minimum of 15 business days' notice is required in order to be considered a reschedule. A new rental confirmation will be issued. If reservation packet has been sent, reservation sign(s) will need to be returned before new sign(s) can be issued.

ATHLETIC FIELD USE

There are athletic fields located at Lake Hills, Lakemont, Lewis Creek, Robinswood, and Wilburton Hill Parks. Reservations for fields should be made as soon as possible after scheduling your picnic and will be based on availability. Review the Athletic Field Reservations webpage at http://www.bellevuewa.gov/ballfield_reservations.htm for additional requirements.

LARGE PUBLIC EVENTS

If your event is open to the public and 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. Information is online at http://www.bellevuewa.gov/special_events_committee.htm.

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 Picnic Site Information matrix http://www.bellevuewa.gov/pdf/Parks/Picnic_Site_Information.pdf 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 groups are advised and encouraged to carpool. An alternative parking plan may be requested by the Parks Scheduling Office depending on the size, location, and nature of your event.

SPECIAL USES - FOOD/CATERING *

Private Events - If you are bringing your own food or having a company (caterer) drop-off food, a permit is not required. If you are having a company (caterer) prepare and/or serve food on site in the park, a permit is required*.

Public Events – If you are giving away/selling/serving food items of any kind at your event a Public Health - Seattle & King County Temporary Event Permit may be required. A copy of the Temporary Event Permit Application is required a minimum of 30 days' prior to event and a copy of the Temporary Event Permit is due a minimum of 10 business days' prior to event date.

SPECIAL USES - INFLATABLE RIDE *

If you plan to have inflatable ride(s) on site in the park, a permit is required*. Only Certified Amusement Ride Operators are permitted in Bellevue Parks. Visit the WA State Department of L & I webpage to view a list of approved operators:

<http://www.lni.wa.gov/TradesLicensing/Electrical/AmuseRide/LicensedOperators.asp>

The vendor will need to provide a generator for power and must stay on site to operate inflatable(s).

SPECIAL USES - RENTAL EQUIPMENT *

If you plan to have a company provide additional equipment on site in the park (i.e. tables, chairs, tents/canopies, staging etc...), a permit is required*. Note: All equipment must be delivered and picked up during the scheduled park reservation time. A copy of the equipment order from the vendor is required.

SPECIAL USES – OTHER *

- Have your event open to the public, one to which the general public is invited through word-of-mouth, flyers, or media advertising.
- Have someone or a company provide other forms of entertainment or games on site in the park (i.e. laser tag, game truck, team building activities, tumble bus, animal show, etc...)
- Set-up a stage larger than 4'x4' or taller than 12" above ground.
- Set-up a tent/canopy with sidewalls larger than 400sqft or have a combination of tents/canopies open on all sides that exceed 700sqft a permit is required from the Fire Department.
- Require vehicle access into the Downtown Park Center Lawn or Wilburton Hill Park Picnic Site beyond the parking lot.
- Sell concessions.
- Charge admission.

* If you would like to do any SPECIAL USES the Park Special Use Form is required and all requirements must be met a minimum of 10 business days' prior to event date for approval (14 business days' for events open to the public). Other fees, deposits and insurance requirements may apply:

http://www.bellevuewa.gov/word/Parks/Park_Special_Use_Form.docx

GEESE & DUCKS

Water fowl are common visitors to park sites. Be aware that you may experience droppings at the parks, especially at beach front parks. 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 matrix http://www.bellevuewa.gov/pdf/Parks/Picnic_Site_Information.pdf 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.**

RIGHTS & PRIVILEGES

- Post your reservation sign at your picnic site when you arrive on the day of your event.
- Groups with rental confirmations have the right to enjoy their picnic site for the time indicated on their confirmation and reservation sign. Be sure to have a copy of your rental confirmation with you at the park to avoid scheduling conflicts.
- Individuals or groups without a confirmation must relinquish the area when proof of a valid confirmation is presented.
- Should a conflict persist or for park code information contact a Park Ranger on duty 10am-4pm at 425-452-6885, option #2. If between Memorial Day to Labor Day, call a Summer Park Ranger on duty at 425-864-1899.
- 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

Applicant must be in attendance at the event and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles.
- Clean tables, benches and BBQs.
- Make area presentable for the next group.
- Provide security to maintain order.
- Ensure everyone attending event are following City Codes, Policies and Ordinances.

CITY CODES, POLICIES & ORDINANCES

All relative City of Bellevue Codes & Ordinances will be in effect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc...per the Parks & Recreation Facilities Code

<http://www.codepublishing.com/wa/bellevue/html/Bellevue03/Bellevue0343.html>.

During the rental of city facilities, renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

The following activities are prohibited at city outdoor park facilities, including all picnic areas.

- Alcoholic beverages of any kind.
- Sound may not be amplified or travel beyond 30 ft of its origin for private events. Public events can apply for a sound exemption permit per BCC 3.43.260.
- 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.
- Dunk tanks, pony rides and trackless trains are not permitted in any park.

SWIMMING & BOATING

- Lifeguards are on duty seven days a week from approximately 12noon to 7pm late June through Labor Day at beach parks.
- Canoe and Kayak rentals are available at Enatai Beach Park. Please contact Cascade Paddle Sports directly at 425-430-0111 or <http://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 Burrows Landing, Clyde Beach Park, Enatai Beach Park, Newcastle Beach Park, 40th Street Boat Launch and Sweylocken Boat Launch or during non-swimming season at Chesterfield Beach Park, Chism Beach Park, and Meydenbauer Beach Park.
- Motorized watercraft is not permitted within the limits of a park, per park code but can be launched all year at the 40th Street Boat Launch and Sweylocken Boat Launch.