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.**