

Rental Equipment & Party Supplies

The Bellevue Parks & Community Services Department has the following outdoor equipment for rent to enhance your company picnic or event. Picnic table covers are also available for purchase.

Availability: Contact the Parks Scheduling Office at (425) 452-6914 or ParkRental@bellevuewa.gov.

How to Reserve: Submit an Outdoor Facility Use Request Form along with payment in full to the Parks Scheduling Office. Forms can be found at: http://www.bellevuewa.gov/facility_rentals_outdoor.htm

Equipment Pick-up/Drop-off: Pick-up and drop-off at Bellevue City Hall on a weekday before and after your use.

Deposits: Refundable if equipment is returned on time, clean, complete, and undamaged. For multiple items, the deposit will not exceed \$400.

More Information: Additional details are available on the Rental Equipment Information page.

Rental Game Kits

- **Old Fashioned Games** - Kit includes 12 gunnysacks, 6 hula-hoops, and 1 tug-o-war rope.

Cost = \$15 Deposit = \$50

- **Croquet** - A classic picnic game.

Cost = \$15 Deposit = \$50

- **Flag Football** - Everyone's favorite! Includes flag belts (2 sets of 7) and a football.

Cost = \$15 Deposit = \$50

- **Weekend Warrior** - Includes Frisbee, scoop game, soccer ball, softball, etc.

Cost = \$25 Deposit = \$50

- **Softball Kit** - Includes softballs, bats, catcher's mask, and throw-down bases.

Cost = \$15 Deposit = \$50

- **Volleyball** - Complete system, use anywhere! Easy set-up.

Cost = \$25 Deposit = \$100



recommended for pick-up and drop-off.

Cost=\$30

Deposit = \$100

Rental Equipment

10' x 10' Shade Canopy

Shade quality only, easy set up with 2 people.

10' x 10' Rain Canopy

Rain quality, easy set up with 2 people. 2 people



Party Supplies

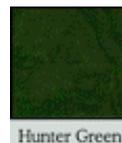
Please contact the Parks Scheduling Office to assist you with the following items:

- **Kwik-Covers picnic table covers** - \$5/cover

The plastic coverings have elastic bands to secure the corners to tables without tape, tacks, or staples. They are easy to use, put on in seconds, and are reusable.



Available in the following colors and styles:



Hunter Green



Red Gingham

Please note...

Covers will NOT fit tables at Bellevue Downtown Park, picnic sites at Meydenbauer and Robinswood, and shelters at Crossroads, Kelsey Creek, Lakemont, and Newcastle.

Kwik-Covers fit table size 96" x 30" available at most parks and picnic sites.

Rental Equipment Information

The Bellevue Parks Scheduling Office offers a wide range of games, equipment, and supplies available for rent or purchase to use at your event.

Availability: Equipment is reserved in the order requested. Please contact the Parks Scheduling Office to check availability. Phone: (425) 452-6914 or Email: ParkRental@bellevuewa.gov

Reservations: Equipment will need to be picked up and returned to Bellevue City Hall before and after use. For Saturday or Sunday use, equipment will be available for pickup on Friday and due back on Monday. For weekday use, equipment can be checked out then returned on the 3rd working day. For example, if equipment is scheduled to be picked up on Monday, it will be due back on Wednesday. If longer use is desired, extra days may be requested in advance. Rental equipment returned late will incur an additional fee.

How to Reserve: Please submit either an Outdoor Facility Use Request Form or the Request Form for Use of Outdoor Rental Equipment to indicate the dates, equipment, and quantity desired. Payment in full is due once availability is confirmed. Cash, check or Money Order (payable to City of Bellevue), Visa, and MasterCard are accepted. If the request is received less than 7 business days prior to event, only cash, Visa, or MasterCard can be accepted. Requests received less than 3 business days prior to event will not be processed and payment returned to sender.

Equipment Pick-up/Drop-off: Equipment can be picked up/dropped off at the Bellevue City Hall loading dock on weekdays, 8:30 am–4:30 pm. Bellevue City Hall is located at 450 - 110th Ave. NE, Bellevue, 98004. The best way to access the loading dock area is from the NE 6th St. entrance just east of the visitor parking lot.

Deposits: When renting more than one piece of equipment, the maximum deposit will not exceed \$400. Deposits are 100% refundable provided the equipment was returned with all pieces, clean, in working condition, and on the day scheduled. Deposits paid by credit card will be refunded back to the card within 10 business days. Deposits paid by cash, money order, or check will be refunded by check within 30 days.

Equipment Returned Dirty, Damaged, or Incomplete: An appropriate fee will be deducted from the deposit for cost of cleaning, repair, or replacement of the equipment. A fee will be charged for the time needed for cleaning. Repairs needed will be billed at the full replacement cost incurred, including labor charges. If the costs exceed the amount of the deposit, the rental group will be billed for those additional costs.

Late Return Fee: There will be a charge for late returns. If an extra day is needed, please contact the Parks Scheduling Office to make sure equipment is not scheduled for pick-up by another group. If not, it may be returned late for an extra rental fee charged on a daily basis.

Parks Scheduling Office

Email: ParkRental@bellevuewa.gov

Phone: (425) 452-6914

Fax: (425) 452-7221

Bellevue City Hall: 450 – 110th Ave. NE, Bellevue, WA 98004

Mailing Address: PO Box 90012, Bellevue, WA 98009-9012