



BELLEVUE YOUTH THEATRE RENTAL INFORMATION

Thank you for your interest in renting the Bellevue Youth Theatre. Our staff looks forward to working with you and answering any questions you may have.

The Bellevue Youth Theatre is a community theatre for youth, teens and families. Rental times are on a space available basis, please call for availability. Programs at the theatre are given priority and scheduling should be arranged six months from the desired date. No schedule changes are allowed within two weeks of the rental date.

Information and a rental application are enclosed. Please read the enclosed Rental procedures and regulations” carefully before completing the application.

We would like to emphasize the NO SMOKING and NO ALCOHOL rule. Bellevue Youth Theatre is located on Bellevue School District Property and no exceptions will be made. Failure to follow these rules will result in agreement termination.

The renter is responsible for setting up and taking down folding tables and chairs and returning them to the original areas where they were found. Only those rooms and equipment specified on the application will be available for use by the renting party.

This facility is a theatre only and has no kitchen equipment. The renter should not plan to prepare food in the facility.

Tours of the facility are by appointment only. Please contact James McClain or Norm Dalire at (425) 452-7155 for an appointment. Thank you!

RENTAL INFORMATION - continued

ROOMS AVAILABLE

- Studio Theatre: \$55 per hour/\$38.50 for non-profit organizations
The Theatre holds up to 110 people. The room includes a moveable stage, which does have moving curtains. The theatre has a full lighting and sound system, available with staff supervision only. This includes use of the dressing rooms and the Green Room.
- Tables/Platforms: Chairs (Stacking 110), 22 raisable platforms for seating, 16 raisable platforms for seating.
- Portable: \$30 per hour/\$21 for non-profit organizations
Holds up to 30 people.
- Green Room: \$20 per hour/\$14 for non-profit organizations
Holds up to 12 people.

MANDATORY FEES

- Damage Deposit: \$50 for non-social events with on-site staff
\$200 for social events without alcohol
- Staff Fee: \$15 per hour
A Parks Department employee will be present in the building during the use of the facilities.

CANCELLATION POLICY

If you cancel your rental, please note the guideline for refunding your rental fee:

Cancellation policy:

- Cancellations made 30 or more days prior to the event will result in a full refund of the rental fees paid, less a \$30 administrative fee.
- Cancellations made 14-29 days prior to the even will result in a charge of 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.

Miscellaneous Policies/Procedures

RENTAL PROCEDURES AND REGULATIONS

APPLICATION/PAYMENT PROCEDURES

- ❖ Reservations will be accepted and confirmed by written application only. Telephone inquiries are welcome. Please note that your rental date is not confirmed until a written rental application has been filled out and approved in writing. Please do not make any other arrangements (invitations, catering, etc.) until you have received written approval.
- ❖ Reservations may be made up to 11 months in advance of your event. No schedule changes are allowed within two weeks of the rental date.
- ❖ Payment of 50% of the hourly rental fee is due when your reservation is finalized. The remaining balance plus site supervisor fee and damage deposit is due no later than 30 days prior to rental date. If payment is not received within the time limit, your reservation will be subject to cancellation.
- ❖ The damage deposit is payable by Visa, MasterCard, cash, check or money order made out to the City of Bellevue. If all the rental rules have been followed, no damage is noted, and the clean-up is satisfactory, your deposit will be refunded in full. If paying by credit card, deposit will be refunded back within 3 business days after the event. If paying by cash or check it could take up to 3 weeks for a check to be mailed to you.
- ❖ Rental hours reserved should be consecutive, and should include time needed for delivery of supplies and cleanup. If you go over scheduled time you will be charged in half-hour increments. If you choose to leave early, no money will be refunded.
- ❖ The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbance during the rental period and should be present during entire rental time requested.
- ❖ Time & date changes will be accepted in writing (e-mail is acceptable) a minimum of 30 days prior to the event. Approval of the time change request is subject to facility and staff availability. Additional rental time must be paid in full a minimum of 30 days prior to the event date.

RENTAL PROCEDURES AND REGULATIONS - continued

SET-UP/CLEAN-UP

- ❖ All items brought into the building by the renters need to be removed by the end of the rental period. Absolutely no personal belongings of a renter will be allowed to be stored in facility prior to rental start time. Applicants are asked to remove food, materials, equipment, furnishings, and decorations or garbage left after use of park facilities. Please leave the facilities in the same condition that you found them in order to have damage deposit considered for return.
- ❖ Janitorial equipment such as mops, brooms, and a vacuum are located on site for your use. Please note that the main hallway and the Green room are carpeted. You are not required to vacuum the entire main hallway after your event. You will be required to clean up any spills or excess dirt, which was caused by your event.
- ❖ It is the renter's responsibility to make sure a thorough inspection of the room(s) rented is conducted before and after the event to ensure refund of damage deposit.
- ❖ Please take all trash to the dumpster located on the east side of the building. Large garbage can liners are available for trash.
- ❖ It is the responsibility of the applicant to set up and move furnishings as desired. Please move all furnishings back to their original places.
- ❖ When serving food or utilizing items that are wet such as paint or art supplies - table coverings are required to be used. If tables are stained due to use – a charge for steam cleaning of the tables will be assessed.

GENERAL RULES

Decorations

- ❖ Please do not attach decorations using staples, nails, tacks or duct tape. The use of these items in the building is prohibited. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.

Flammable Materials

- ❖ Any use of flammable materials such as candles, open-flame lighting or flaming food and drink is strictly regulated and subject to a special permit from the Bellevue Fire Department at (425) 452-6872. **If using anything requiring flame please see Attachment A.**

Consumption of Alcoholic Beverages

- ❖ Liquor is not permitted in the facility.

Prohibited/Illegal Activities

- ❖ Use of illegal drugs, smoking, and/or gambling are not permitted in Park Department facilities.

Theatre Use

- ❖ Renter is responsible for returning all parts of the theatre to its original set up which includes repertory plot (lighting configuration) and seating.
- ❖ Applicant may rent a dance floor from a local party rental business at their coordination and expense. The theatre does not currently own a dance floor.

Miscellaneous Policies/Procedures

- ❖ Rental facilities are not available on City holidays and holiday weekends, unless otherwise specified.
- ❖ Only those rooms specified on the application will be available for use by the renting party.

GENERAL RULES – continued

- ❖ A Parks Department employee will be present in the building during the use of the facilities.
- ❖ All minors on the premises must have adequate adult supervision.
- ❖ All supplies in the theatre, tape, lighting lamps, screws, and other support items need to be approved by on site technician and replaced or reimbursed at the end of the rental.
- ❖ The City of Bellevue can not be responsible for accidents, injury or loss of personal property.

Miscellaneous Policies/Procedures - continued

- ❖ The misuse of a park facility or the failure to comply with these regulations will be sufficient reasons for denying any further applications.
- ❖ The costume area and supplies are not available to renters. Items wanting to be borrowed will need to go through the facility administrator.
- ❖ The Bellevue Youth Theatre does not provide any equipment beyond lights and sound support unless arranged prior to rental.

Bellevue Youth Theatre Hours of Operation

Monday - Friday	10:00 am - 7:00 pm
Saturday	Closed
Sunday	Closed

Name _____ Date _____

ATTACHMENT A

CANDLES & OTHER OPEN-FLAME LIGHTING

1. Class I & II Liquids and LPG shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than one-fourth teaspoon per minute if tipped over.
3. The devices or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than one-fourth teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. Except for units which self-extinguish when tipped over and do not spill liquid fuel or wax at a greater than one-fourth teaspoon per minute.
5. The flame shall be enclosed, except as follows:
 - a. Openings on the sides shall not be more than 3/8ths of an inch in diameter.
 - b. Openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
6. Chimneys shall be made of non-combustible materials. Such chimneys shall be securely attached to the open-flame device.
7. Fuel canisters must be safely sealed for storage.
8. Storage and handling of combustible liquid shall be in accordance with Uniform Fire Code Section 79.201 (3)1.
9. Shades, if used, shall be made of non-combustibles and securely attached to the open-flame device holder or chimney.
10. Candelabra with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact of drapes, curtains or other combustibles.
11. When, in the opinion of the Fire Chief, adequate safeguards have been taken, hand-held flame-lighted candles may be permitted. Hand-held candles shall not be passed from one person to another while lighted.
12. Propane canisters of any size are prohibited inside facility.

Name _____ Date _____