**Facility Use - Supplemental Form**

**South Bellevue Community Center**

**The following information will help staff better understand your event.**

1. Indicate how you will use the space (mark all that apply):

[ ]  Meeting [ ]  Class [ ]  Reception [ ]  Party [ ]  Adults only [ ]  Adults & Youth

[ ]  Other (specify):

2. Will you be serving food? [ ]  Yes [ ]  No

If yes, who is providing? [ ]  Group member [ ]  Caterer-delivered [ ]  Caterer-prepared/served\*

 \*If you are hiring a catering company to prepare/serve food on site an [Indoor Facility Special Use Form](https://parks.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/Parks%20%26%20Community%20Services/Rentals/IndoorRentals/Indoor-Facility-Special-Use-Form.docx) is required. See [Facility Rental Guidelines](http://www.bellevuewa.gov/pdf/Parks/Facility_Rental_Guidelines.pdf) for all requirements.

3. Will you be serving alcohol? [ ]  Yes**\*\*** [ ]  No Will you be selling alcohol? [ ]  Yes**\*\*** [ ]  No

\*\*If yes, a Banquet Permit or Special Occasion License and server with a Class 12 Permit are required. See [Facility Rental Guidelines](http://www.bellevuewa.gov/pdf/Parks/Facility_Rental_Guidelines.pdf) for all requirements that must be met for approval. Alcohol service must be approved a minimum of 5 business days’ prior to event date. Alcohol service is not be approved during business hours.

4. Will there be music? [ ]  Yes [ ]  No

If yes, who is providing? [ ]  Stereo [ ]  DJ [ ]  Live (which instruments?)

5. Will you be collecting admissions? [ ]  Yes [ ]  No Estimated Amount: $

6. Will you be selling concessions? [ ]  Yes [ ]  No Vendor Name:

7. Are you hiring an event or equipment company to provide a Big Toy/Inflatable? [ ]  Yes [ ]  No

 If yes, name of rental agency:

 **Note:** Special regulations must be followed in order to bring an inflatable into the building.

8. Indicate the facility you want to reserve and the time requested (mark all that apply):

 [ ]  Gym A       [ ]  Community Room A       [ ]  Classroom 1

 [ ]  Gym B       [ ]  Community Room B       [ ]  Classroom 2

[ ]  Community Room A & B (required for weekend rentals)

 [ ]  Climbing Wall       [ ]  Challenge Course

**EQUIPMENT**

9. Describe any equipment you intend to bring with you to use:

10. On-site equipment to be used (mark all that apply): [ ]  LCD Projector

[ ]  Basketball (Gym) [ ]  Volleyball (Gym) [ ]  Badminton/Pickleball (Gym)

11. Indicate the number of chairs & tables needed:       Vinyl stackable chairs (150 avail.)

      6 ft long tables (20 avail.)       5 ft round tables (16 avail.)       card tables (6 avail.)

12. Kitchen equipment needed (mark all that apply):

[ ]  Microwave [ ]  Oven/Burners [ ]  Refrigerator [ ]  Dishwasher

13. Will you be utilizing our linen service? [ ]  Yes [ ]  No If yes, please fill out a [Linen Order Form](http://www.bellevuewa.gov/word/Parks/sbcc_rentals_linen_order_form.doc).

**CONTACT INFORMATION**

South Bellevue Community Center: After Hours Emergencies:

14509 SE Newport Way, Bellevue, WA 98006 Bellevue Parks Resource Management

Phone: 425-452-4240 Phone: 425-452-6855

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FOR OFFICE USE ONLY: Barcode: Rental #: updated 11/29/18