2010 Park Use Guide

Family Reunions • Company Picnics • School Picnics
Class Reunions • Wedding Receptions
Reward Picnics • Corporate Picnics
and all Special Occasions

For Reservations Contact:

Parks Scheduling Office
Phone: 425-452-6914; Fax: 425-452-7221
Email: parkrental@bellevuewa.gov
http://www.bellevuewa.gov /facility_rentals_outdoor.htm

City of Bellevue
Parks & Community Services
PO Box 90012, Bellevue, WA 98009-9012

This information will be provided in alternate formats for individuals with disabilities upon request. We invite everyone's participation, please provide two weeks advance notice for accommodations requests. Assistance for the deaf and hard of hearing can be provided through the 711 Telecommunications Relay Service.

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BELLEVUE PARKS & COMMUNITY SERVICES invites you to celebrate your next corporate, family or social gathering at one of our beautiful parks. Choose from a variety of picnic and outdoor wedding sites that range from scenic waterfront beach parks to a picturesque working farm. Located in the center of all the metropolitan areas (20 minutes from Seattle, 40 minutes from Tacoma, and 35 minutes from Snohomish County), BELLEVUE is the most convenient location you will find! This rental guide provides the essential information needed to make a park reservation: important contact information, a detailed chart with park amenities, the reservation process, park use rules and regulations, renter's rights and privileges, rental equipment information, and park use fees. To make a picnic or outdoor wedding reservation at one of our beautiful Bellevue parks, please review the information found on pages 6 and 7. The Park Reservation Request Form is enclosed for your convenience.

CONTACT INFORMATION

Parks Scheduling Office:

Phone Number: (425) 452-6914
Fax Number: (425) 452-7221
E-mail Address: ParkRental@bellevuewa.gov

Mailing Address: Bellevue Parks & Community Services
Attn: Park Rentals
PO Box 90012
Bellevue, WA 98009-9012

Website Addresses:
http://www.bellevuewa.gov/facility_rentals_outdoor.htm to access more park information, photos, and forms
http://parksreg.bellevuewa.gov/Facilities/FacilitiesSearchWizard.asp to check park availability online

Assistance for the hearing - impaired can be provided through the 711 TTY Service.

Kelsey Creek Park Scheduling Staff:
Victoria Barrett, Kelsey Creek Farm Park: (425) 452-7688 KelseyCreekFarm@bellevuewa.gov

For problems in the parks call Resource Management: (425) 452-6855 (answering service from 4pm to 7:30 am) or (425) 313-2150 (Resource Management answering service)

Bellevue Police Department: Emergency: 911 Non-Emergency: (425) 452-6917

Activities

Sport field use: There are ball fields located at Lakemont Community Park, Lake Hills Community Park, Hidden Valley Sports Park, Newport Hills Park, Robinswood Community Park, and Wilburton Hill Park. Use of the ball fields is by reservation only. Reservations for ball fields should be made as soon as possible after scheduling your picnic and will be based on availability.

Swimming: (at beach parks): Lifeguards are on duty seven days a week from noon to 7:00 pm late June through Labor Day at our beach parks.

Boating: Non-motorized watercraft may be launched and landed at the following parks during the following times:

All year, in designated areas:
Newcastle Beach Park
Burrows Landing
Enatai Beach Park
Clyde Beach Park
Sweylocken Boat Launch (Mercer Slough Park)

Non-Swimming Season, in designated areas:
Chism Beach Park
Meydenbauer Beach Park
Chesterfield Beach Park

Motorized watercrafts are not permitted within the limits of a park, per park code.

Canoe and kayak rentals: Rentals are available at Enatai Beach Park. If you would like to make reservations please call Cascade Canoe and Kayak directly at (425) 430-0111 or go to http://www.canoe-kayak.com/ for more information.

Water Spray Park at Crossroads Community Park

2010 PARK USE FEE SCHEDULE

Bellevue Parks & Community Services - Parks Scheduling Office (425) 452-6914

PARK USE RENTAL FEES	Weekday (Mon – Thurs)		Weekend (Fri – Sun; Holidays)	
Applies to all picnic sites that do not have a shelter. Amount is based on the number of people attending your event.	**Half Day** (End by 2pm or begin 3pm or later)	**Full Day** (Anytime that includes 2 – 3pm)	**Half Day** (End by 2pm or begin 3pm or later)	**Full Day** (Anytime that includes 2 – 3pm)
1 – 25 people	$43	$46	$50	$57
26 – 50 people	$50	$56	$70	$82
51 – 100 people	$70	$82	$108	$134
101 – 150 people	$90	$108	$148	$186
151 – 200 people	$110	$134	$186	$238
201 – 250 people	$128	$160	$226	$290
251 – 300 people	$150	$186	$264	$342
More than 300 people	$30 + $0.50 pp	$30 + $0.65 pp	$30 + $1.00 pp	$30 + $1.25 pp

SHELTER USE RENTAL FEES		Weekday (Mon – Thurs)		Weekend (Fri – Sun; Holidays)	
Applies to all picnic sites that have a shelter.		**Half Day** (End by 2 pm or begin at 3 pm or later)	**Full Day** (Anytime that includes 2–3 pm)	**Half Day** (End by 2 pm or begin at 3 pm or later)	**Full Day** (Anytime that includes 2–3 pm)
▪ **Crossroads International Park**	Single Site (up to 50 people)	$75	$90	$115	$135
	Entire Shelter (up to 150 people)	$130	$165	$230	$300
▪ **Kelsey Creek Park: (425) 452-7688**	(up to 50 people)	$75	$90	$115	$135
▪ **Lake Hills Greenbelt Garden Shelter**	(up to 30 people)	$55	$65	$75	$90
▪ **Lakemont Community Park**	Single Site (up to 25 people)	$55	$65	$75	$90
	Both Shelters (up to 50 people)	$85	$100	$125	$150
▪ **Newcastle Beach Park**	(up to 150 people)	$130	$165	$230	$300
▪ **Newport Hills Community Park**	(up to 25 people)	$55	$65	$75	$90

SPECIAL USE PERMIT FEES: Contact the Parks Scheduling Office for information on the permit process.

▪ **Big Toy/Inflatable Permit**	$25/permit plus $200 Deposit	▪ **Vehicle Access Permit**	$25/permit plus $200 Deposit
▪ **Catering Permit**	$50/permit	▪ **Amplified Sound Permit**	$25 (**not** issued to private events)
▪ **Electrical Vault Access Permit** (Bellevue Downtown Park only)	$25 plus $25 Key Deposit	▪ **Concessions/Admissions**	$25/youth & non-profit; $50 for adults & commercial groups

RENTAL EQUIPMENT (# available): Contact the Parks Scheduling Office for information and to reserve equipment for your event.

▪ **Croquet (3)**	$15 fee, plus $50 Deposit	▪ **Softball (1)**	$15 fee, plus $50 Deposit
▪ **Flag Football (2)**	$15 fee, plus $50 Deposit	▪ **Volleyball (6)**	$25 fee, plus $100 Deposit
▪ **Old Fashioned Games (3)**	$15 fee, plus $50 Deposit	▪ **Weekend Warrior**	$25 fee, plus $50 Deposit

TABLE COVERS by Kwik-Covers	$5 each. Fits only selected tables at Chism, Enatai, Newcastle (not the shelter), & Wilburton.
RENTAL EQUIPMENT LATE RETURN FEE	Rental fee charged daily for each day returned late.
CANCELLATION FEE	$30 up to 100% of rental fees. See cancellation policy, page 6.
RESCHEDULE FEE	$10 per change with proper notice. See rescheduling policy, page 6.
CLEANING FEE	$75/hr if additional cleaning is required.
PHOTOGRAPHY/FILMING FEE	Varies, please contact the Parks Scheduling Office a minimum of 2 weeks prior.

PICNIC SITE INFORMATION

Park & Location	Maximum Capacity*	Description	Picnic Shelter	Secured ** Picnic Tables	Rest-Rooms	BBQ	Play Area	Popular Wedding Location	Parking Spaces	Special Uses ***				Additional Amenities			
										Catering	Big Toy	Vehicle Access	Electrical Vault	Dumpster	Electrical Outlets	Phone	Unique Amenities
Bellevue Downtown Park & Formal Garden 10201 NE 4th St	Picnic Site 150 Center Lawn 2000 Formal Garden 50	A 20-acre oasis of green in the heart of Bellevue defines this elegant centerpiece of the Bellevue parks system. Your wedding is sure to be a success in the beautiful Formal Garden.	No	Picnic Site: 10 Center Lawn: 0 Garden: 0	X		X	Formal Garden	189 + 5 Hcp	X	X	X	Center Lawn	In SE parking lot off 102nd	Picnic Site		♦ Waterfall ♦ Reflecting Pond ♦ Trail
Chism Beach Park 1175 – 96th Ave SE	Upland Lawn 125 Lower Site 25	Waterfront park featuring two picnic sites suitable for group events or weddings.	No	Upland 0 Lower 2	X		X	Upland	76 + 5 Hcp	X							♦ Swimming Beach
Clyde Beach Park 2 – 92nd Ave NE	Picnic Site 25	Expanded beach park features an enchanting boat house that evokes memories of the past.	No	0	X		X		11 + 2 Hcp								♦ Swimming Beach
Crossroads Community Park - International 16140 NE 8th St	Each Section 50 Entire Shelter 150	Spacious and convenient park located near Crossroads Mall includes a variety of amenities including a picnic shelter, a par 3 nine hole golf course, and a water spray park.	Yes	9 in entire shelter, 3 per section	X	2	X		100 + 5 Hcp	X	X			X	X		♦ Par 3 Golf Course ♦ Basketball Court ♦ Tennis Court
Enatai Beach Park 3519 – 108th Ave SE	Picnic Site 75	Spacious and scenic patio overlooking Lake Washington. Rent a canoe or kayak and paddle through the Mercer Slough. Call (425) 430-0111 for reservations and information.	No	6	X				27 + 2 Hcp	X					X	X	♦ Canoe/Kayak Rentals ♦ Swimming Beach
Hidden Valley Sports Park 1905 – 112th Ave NE	Picnic Site 100	This park can accommodate a wide variety of sports enthusiasts, but also features plenty of lawn space for picnicking, volleyball, and other popular games requiring lots of open space.	No	0	X		X		144 + 3 Hcp	X	X			X		X	♦ 3 Ball Fields (1 w/lights) ♦ Basketball Court ♦ Tennis Court
Kelsey Creek Farm Park 410 – 130th Pl. SE	Picnic Shelter 50	Picturesque working farm with two majestic white barns. Perfect location for small picnics and gatherings. Call (425) 452-7688 for reservations. Fax (425) 452-2804	Yes	0	X	3	X		35								♦ Farm Park with animal viewing 9:30 – 3:30 pm ♦ Trails
Killarney Glen Park 1933 – 104th Ave SE	Picnic Site 50	Surrounded by large trees, this park is truly a secluded haven close to downtown.	No	0	Portable	2	X		19 + 1 Hcp	X	X						♦ Basketball Court ♦ 2 Tennis Courts
Lake Hills Community Park 1200 – 164th Ave SE	Picnic Site 50	If you're looking to challenge your guests to a friendly softball game, this is the park for you.	No	2	X		X		38 + 2 Hcp	X							♦ 2 Ball Fields ♦ Basketball Courts
Lake Hills Greenbelt 15500 SE 16th Street	Garden shelter 30	Right in the middle of the Community Gardens, this shelter is perfect for adult only gatherings such as milestone birthday and anniversary parties. Located next to the Ranger Station and seasonal produce stand.	Yes	4	At the Ranger Station				36 + 2 Hcp								♦ Ranger Station
Lakemont Community Park 5170 Village Park Dr	Shelter #1 25 Shelter #2 25	Your guests will love the feel of privacy this park has to offer, including a children's play area and a skate park!	2	Shelter #1: 2 Shelter #2: 2	X	4	X		47 + 2 Hcp								♦ Ball Field ♦ Basketball Court ♦ Tennis Court
Meydenbauer Beach Park 419 – 98th Ave NE	Picnic Site 25	Located at Meydenbauer Bay, this scenic location is ideal for small groups.	No	3	X	1	X		16 + 1 Hcp							X	♦ Swimming Beach ♦ 50 Meter Open Water Swim Course
Newcastle Beach Park 4400 Lake Washington Blvd SE	Shelter #1 150 Site #2 75 Site #3 25	Large grassy open area – perfect for the imaginative party planner. Ideal location for company picnics and family reunions.	Site #1	Shelter #1: 8 Site #2: 6 Site #3: 0	X	2	X		120 + 3 Hcp	X	Site #1			X		X	♦ Swimming Beach
Newport Hills Park 6029 – 120th Ave SE	Picnic Gazebo 25	Great for small gatherings and picnics combined with a ballgame.	Yes	0	X		X		31 + 2 Hcp	X							♦ Ball Field ♦ Soccer Field
Robinswood Community Park 2430 – 148th Ave SE	Picnic Site 50	This large community park has it all...open space, a pond, athletic fields, barn, 2 off leash animal corrals, trails, Tennis Center, and the historical Robinswood House.	No	6	X		X		89 + 1 Hcp	X	X			Next to Robins-wood House			♦ Ball Field w/lights ♦ 2 Soccer Fields w/lights ♦ Tennis Center
Spiritridge Park 16100 SE 33rd Pl	Picnic Site 30	Lots of flat open space – great for birthday parties and old fashioned picnic games.	No	0	Portable		X		9 + 1 Hcp	X	X						♦ Basketball Court ♦ Tennis Court
Wilburton Hill Park 12400 Main St.	Picnic Site 150	Location! Location! Location! Large picnic area and ball fields with easy access from I-405. Wilburton Hill Park is ideal for company picnics.	No	6	X		X		150 + 4 Hcp	X	X	X					♦ 2 Ball Fields ♦ Soccer Field ♦ Botanical Gardens

* Max capacity at each location does not guarantee that everyone can sit at tables at the same time. It is assumed guests will use the surrounding grounds in addition to available tables.

** All parks have unsecured tables available on a first-come, first-serve basis; secured tables are guaranteed at picnic sites to rental groups.

*** SPECIAL USES – additional conditions must be met prior to approval. Call the Parks Scheduling Office (425) 452-6914 or check online at www.bellevuewa.gov for list of requirements.

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 2010, The Parks Scheduling Office begins accepting requests from:

- Bellevue residents beginning January 14.
- Non-Bellevue residents beginning February 15.

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 email, or by phone.

- **Online**: http://parksreg.bellevuewa.gov/Facilities/FacilitiesSearchWizard.asp
- Click "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.

- **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 opens at dawn. 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 at dusk.
- **Full Day:** Any rental that includes 2 pm to 3 pm.

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. **Park Reservation Request Form** with signature can be scanned and submitted by email, faxed, mailed, 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.bellevuewa.gov 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 need to contact the Parks Scheduling Office to create an account.

To set up a family account, go to:
http://parksreg.bellevuewa.gov/forms/ParksRegForm.htm

2. **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
  Attn: Park Scheduling Office
  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 confirmation will be sent to the email address provided, which will also show payment received. Prior to your event, a final confirmation packet will be sent in the mail 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 the event 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 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

Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a $10 rescheduling fee. At least five (5) business days notice is required in order to be considered a reschedule. A new rental confirmation 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 bring a copy of your rental confirmation to the park.
Groups with rental confirmations have the right to enjoy their picnic site for the time indicated on the confirmation and reservation sign.
Individuals or groups without a confirmation must relinquish the area when proof of a valid confirmation is presented. If no confirmation 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 reserved picnic site, you should notify the Parks Department after hour's 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 confirmation and have a copy of the confirmation in their possession. Without the confirmation, 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.

Special Uses

The following special uses require prior approval from Parks & Community Services:

Catering

A permit is required if the caterer comes to the park for preparation and/or service. See the Outdoor Catering Request Form found here: http://bellevuewa.gov/word/Parks/2010_Outdoor_Catering_Request_Form.doc for requirements.

Big Toy or Inflatable

A permit is required if you plan to have a big toy or inflatable. 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. See the Big Toy/Inflatable Request Form found here: http://bellevuewa.gov/word/Parks/2010_Big_Toy_Inflatable_Request_Form.doc for requirements.

If you would like to do any of the following:

- Have your event open to the public
- Apply for a sound permit (public events only)
- Have vehicle access into the park (other than a caterer or big toy or inflatable vendor)
- Set-up a tent **larger than** 200 square feet or a canopy **larger than** 400 square feet
- Set up a stage **larger than** 4 ft x 4 ft or **taller than** 12 inches above ground
- Will need electrical access in Bellevue Downtown Park (other than a caterer or big to or inflatable vendor)
- Sell non-food concessions

Fill out the Park Special Use Supplement Form found here: http://bellevuewa.gov/word/Parks/2010_Park_Special_Use_Supplement_Form.doc Requirements for each use can be found on the form.

Large Events

If attendance is anticipated to be at least 2,000 participants or if The Parks Scheduling Office staff determines your event may impact city services, you will be referred to the Special Events Committee Office.

Park Facilities Code

Persons using the outdoor park areas at any City park will be held responsible for observing Bellevue Parks & Community Services 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 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.
- Removal, destruction, or defacing any City property or vegetation.
- Overnight camping.
- Launching, landing, or docking motorized boats.

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-served basis. Refer to the chart on pages 4 and 5 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-served basis. All groups 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 chart on pages 4 and 5 of this guide 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.**

Picnic area at Bellevue Downtown Park

Picnic Shelter at Kelsey Creek Farm

Picnic area at Clyde Beach Park

Garden Shelter at Lake Hills Greenbelt

Picnic area at Spiritridge Park

Gazebo at Newport Hills Park

Picnic Area at Lake Hills Park