

 **LCVC Supplemental Form**

[**parks.bellevuewa.gov/rentals/**](https://parks.bellevuewa.gov/rentals/)

**EVENT DETAILS**

**How will the space be used?** (mark all that apply)

[ ]  Meeting [ ]  Class/Lesson [ ]  Wedding [ ]  Party [ ]  Other (describe):

**Will food be served?** [ ]  No [ ]  Yes If yes, who is providing? [ ]  Bringing it ourselves **or**

[ ]  Food Vendor/Caterer Dropped-Off **or** [ ]  Food Vendor/Caterer to stay at the park facility during event **\***

**Will there be music?** [ ]  No [ ]  Yes If yes, who is providing? [ ]  Bringing own system **or**  [ ]  LCVC speakers **or**  [ ]  Hiring a DJ **\***  **or** [ ]  Live (which instruments?)

**Will there be other Entertainment or Games?** Examples: game truck, face painter, magician, animal show, photo booth, etc… [ ]  No [ ]  Yes If yes, what is planned?

Who is providing it? [ ]  Bringing it ourselves **or** [ ]  Hiring a company **\***

**Will there be other Additional Equipment brought in?** Examples: AV equip, chairs, tables, decorations, staging, etc…

[ ]  No [ ]  Yes If yes, what is planned?

Who is providing it? [ ]  Bringing it ourselves **or** [ ]  Hiring a company **\***

**\* Special Uses:** A permit is required in advance if hiring a company to provide any services or equipment for the reservation. 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) must be submitted no less than 30 days prior to the reservation date to be considered for approval.

**Will alcohol be served?** [ ]  No[ ]  Yes **Will alcohol be sold?** [ ]  No[ ]  Yes

If yes, a Washington State Liquor & Cannabis Board Banquet Permit or Special Occasion License and an alcohol server with a Class 12 Permit are required. See [**Facility Rental Guidelines**](https://bellevuewa.gov/sites/default/files/media/pdf_document/2020/Facility-Rental-Guidelines.pdf) for all requirements that must be met a minimum of 14 days prior to reservation date for approval.

**Will admissions be collected?** [ ]  No [ ]  Yes If yes, estimated amount:

**Will items be sold?** [ ]  No [ ]  Yes If yes, what is being sold?

**Are you aware the parking lot is open to the public and cannot be reserved?** [ ]  Yes

**EQUIPMENT (included with rental)**

Renters are responsible for the care, condition, and cleaning of any equipment being used. The room has an inventoried set of tables/chairs available for use. Table coverings are required. It is the responsibility of the applicant to set-up, move tables and chairs for their purpose and to return the room to its original condition.

**Room Equipment needed:** (mark all that apply)

     Plastic Stacking Chairs (50 avail.)     6 ft Rectangular Tables (10 avail.)     5 ft Round Tables (5 avail.) [ ]  LCD projector [ ]  Pull-Down Screen [ ]  Speaker System [ ]  Coat Rack [ ]  White Board/Easel (1 avail.)

**Kitchen Equipment needed:**

 [ ]  Refrigerator [ ]  Gas Stove/Oven [ ]  Microwave [ ]  12-Cup Coffee Maker [ ]  Hot Water Kettle

**CONTACT INFORMATION**

Parks Scheduling Office: After Hours Emergencies:

Office Location: City Hall, 450 – 110th Avenue NE, Bellevue, WA 98004 Bellevue Parks Resource Management

Mailing Address: PO Box 90012, Bellevue, WA 98009-9012 Phone: 425-452-6855

Phone: 425-452-6914

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Email: LewisCreekRental@bellevuewa.gov