**MSEEC 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**  [ ]  MSEEC system **or**

[ ]  Hiring a DJ **\***  **or** [ ]  Live (which instruments?)

**Will there be other Entertainment or Games?** Examples: 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 the reservation date for approval. Alcohol service may not be approved during hours of scheduled youth programs in the complex.

**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 that there is limited parking at this facility?** [ ]  Yes

**Note:** There are only 10 parking spaces in the parking lot for MSEEC rentals, plus 2 ADA spaces. You will be provided with a campus map. Carpools and shuttles are encouraged. Public on-street parking is available. If your reservation starts after 4pm there may be additional parking available, but not guaranteed.

**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, and move tables and chairs for their purpose and to return the room to its original condition.

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

     Stacking Chairs (50 avail.)     6 ft Rectangular Tables (13 avail.)    White Board/Easel (1 avail.)

 [ ]  LCD projector [ ]  Pull-Down Screen [ ]  PA/Wireless Mic [ ]  Coat Racks [ ]  Podium

**Kitchen Equipment needed:** [ ]  Refrigerator [ ]  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

Fax: 425-452-7221

Email: MSEECRental@bellevuewa.gov