**NBCC 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**  [ ]  Facility system **or**

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

**Will there be other Entertainment or Games?** *Examples: game truck, face painter, bubble soccer, magician, animal show, photo booth, inflatable ride 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: laptop, 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:*** *If hiring a company to provide a service for the event, a permit is required and must be approved in advance. 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, deadline to meet requirements is 21 days prior to event date.*

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

 ***If yes,*** *a Washington State Liquor & Cannabis Control Board Banquet Permit or Special Occasion License and alcohol server with a Class 12 Permit are required. See* ***Facility Rental Guidelines*** *for all requirements that must be met a minimum of 7 days prior to event date for approval.*

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

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

**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. It is the responsibility of the applicant to set-up, move tables and chairs for their purpose and to return room to original condition.

**Room Equipment needed:** (mark all that apply and fill in quantities where applicable):

     Stacking Chairs (250 avail.)     6 ft Rectangular Tables (20 avail.)    5 ft Round Tables (25 avail.) [ ]  Tabletop Podium [ ]  Portable Screen [ ]  Audio System [ ]  Microphone [ ]  Coat Rack

[ ]  Portable Stage [ ]  Portable Accordion Room Dividers [ ]  Piano (additional charge)

**Kitchen Equipment needed:**

[ ]  Refrigerator/Freezer [ ]  Microwave [ ]  Dish Sanitizer [ ]  Range/Oven [ ]  Convection Oven [ ]  Warming Trays

**CONTACT INFORMATION**

North Bellevue Community Center: After Hours Emergencies:

Facility Location: 4063 148th Ave NE, Bellevue, WA 98007 Bellevue Parks Resource Management

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

Phone: 425-452-7681

Fax: 425-882-1968

Email: NBCC@bellevuewa.gov