**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&%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](mailto:NBCC@bellevuewa.gov)