**Facility Use - Supplemental Form**

**South Bellevue Community Center**

**The following information will help staff better understand your event.**

1. Indicate how you will use the space (mark all that apply):

Meeting  Class  Reception  Party  Adults only  Adults & Youth

Other (specify):

2. Will you be serving food?  Yes  No

If yes, who is providing?  Group member  Caterer-delivered  Caterer-prepared/served\*

\*If you are hiring a catering company to prepare/serve food on site 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. See [Facility Rental Guidelines](http://www.bellevuewa.gov/pdf/Parks/Facility_Rental_Guidelines.pdf) for all requirements.

3. Will you be serving alcohol?  Yes**\*\***  No Will you be selling alcohol?  Yes**\*\***  No

\*\*If yes, a Banquet Permit or Special Occasion License and server with a Class 12 Permit are required. See [Facility Rental Guidelines](http://www.bellevuewa.gov/pdf/Parks/Facility_Rental_Guidelines.pdf) for all requirements that must be met for approval. Alcohol service must be approved a minimum of 5 business days’ prior to event date. Alcohol service is not be approved during business hours.

4. Will there be music?  Yes  No

If yes, who is providing?  Stereo  DJ  Live (which instruments?)

5. Will you be collecting admissions?  Yes  No Estimated Amount: $

6. Will you be selling concessions?  Yes  No Vendor Name:

7. Are you hiring an event or equipment company to provide a Big Toy/Inflatable?  Yes  No

If yes, name of rental agency:

**Note:** Special regulations must be followed in order to bring an inflatable into the building.

8. Indicate the facility you want to reserve and the time requested (mark all that apply):

Gym A        Community Room A        Classroom 1

Gym B        Community Room B        Classroom 2

Community Room A & B (required for weekend rentals)

Climbing Wall        Challenge Course

**EQUIPMENT**

9. Describe any equipment you intend to bring with you to use:

10. On-site equipment to be used (mark all that apply):  LCD Projector

Basketball (Gym)  Volleyball (Gym)  Badminton/Pickleball (Gym)

11. Indicate the number of chairs & tables needed:       Vinyl stackable chairs (150 avail.)

      6 ft long tables (20 avail.)       5 ft round tables (16 avail.)       card tables (6 avail.)

12. Kitchen equipment needed (mark all that apply):

Microwave  Oven/Burners  Refrigerator  Dishwasher

13. Will you be utilizing our linen service?  Yes  No If yes, please fill out a [Linen Order Form](http://www.bellevuewa.gov/word/Parks/sbcc_rentals_linen_order_form.doc).

**CONTACT INFORMATION**

South Bellevue Community Center: After Hours Emergencies:

14509 SE Newport Way, Bellevue, WA 98006 Bellevue Parks Resource Management

Phone: 425-452-4240 Phone: 425-452-6855

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FOR OFFICE USE ONLY: Barcode: Rental #: updated 11/29/18