



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](#) 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 **Alcohol NOT allowed at NBCC**

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:

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

Mailing Address: PO Box 90012, Bellevue, WA 98009

Phone: 425-452-7681

Fax: 425-882-1968

Email: NBCC@bellevuewa.gov

After Hours Emergencies:

Bellevue Parks Resource Management

Phone: 425-452-6855