

Bellevue Parks & Community Services

KELSEY CREEK FARM PARK

LARGE GROUP FEES Adults & Children 30-50 (combined)
\$30 per group/per 2 hour block

1. Definition of large group

- A large group is any one group of 30-50 persons, (adults and/or children) wishing to visit the farm and/or park. Groups of more than 50 must call the farm for prices.
- This fee is **not** for groups wanting the picnic shelter site or for guided tour reservations. If you would like to make a reservation for a guided farm tour or reserve the picnic shelter, you may email kelseycreekfarm@bellevuewa.gov or call the Farm Office at 425-452-7688.

2. Reservation requirements

- **Park Reservation Request Form** with signature can be scanned and submitted by email, faxed, mailed, or dropped off. Incomplete forms will be returned.
- **Payment** is required at the time the request is made in order to reserve a date and time.

3. How to submit

- **Email:** kelseycreekfarm@bellevuewa.gov
- **Fax:** 425-452-2804
- **Mail:** City of Bellevue | Attn: Kelsey Creek Farm | PO Box 90012 | Bellevue, WA 98009-9012

4. Cancellation Policy

- Cancellations must be made in writing (email is acceptable)
- Reservations in the amount of \$30 or less will not receive a refund for cancellation
- Cancellations 30 days prior to the event will receive a refund less \$30 administration fee
- Cancellations made 14 – 29 days prior to the event will be charged a \$30 administrative fee or 50% of the rental fees paid (whichever is greater)
- Cancellations made 0 – 13 days prior to the event will result in no refund of the rental fees
- No refunds will be made due to weather conditions

5. Rescheduling policy

- Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a \$10 rescheduling fee. A minimum of ten (10) business days' notice is required in order to be considered a reschedule. A new rental confirmation and reservation sign will be issued.

6. Parking

- Groups are encouraged to car/vanpool as parking is very limited at this site. There is no bus parking available within the parking lot at Kelsey Creek Farm. Please have your busses park in the neighborhood along 130th Ave SE or 4th Pl. All other vehicles must use the main parking lot or neighborhood parking where permitted. Do not drive through to upper lot as gates may lock in vehicles at any time of day.

7. Renter's Responsibility

- When visiting the barnyard areas, children must be supervised at all times. While in the barnyard, we ask that you divide your groups into 20 or less. When the first group is finished, have the next group begin. Please be respectful of private group tours in the barnyard. Once they have finished, your group may visit that area.
- Please do not feed the farm animals or wild fowl in the park.
- Pets are allowed in the park, but not in the barnyard area. All pets must be leashed and never left unattended.
- You are responsible for reading the Park Use Guide for other COB Park Facility Codes & information. <http://www.codepublishing.com/WA/Bellevue/html/Bellevue03/Bellevue0343.html>.