

Indoor Facility Use Request Form

Northwest Arts Center

9825 NE 24th Street, Bellevue, WA 98004

NWAC@bellevuewa.gov

425-452-4106

Contact Information

Organization: _____ Today's Date: _____

Address: _____ Non-profit ID #: _____

City: _____ State: _____ Zip Code: _____

Primary Contact Name: _____

Email Address: _____ Cell Phone: _____

Address: _____ Work Phone: _____

City: _____ State: _____ Zip Code: _____

Alternate Contact Name: _____

Email Address: _____ Cell Phone: _____

Rental Information

Event Name: _____

Name of Facility: _____ Room(s): _____

Event Date(s) (Attach a separate sheet if needed): _____

Requested Rental Time(s) (Include set-up, take-down, and clean-up): _____ to _____

Event Time(s) (Guest arrival and departure, or hours event is open to public): _____ to _____

Estimated Attendance: Adults: _____ Youth: _____ Total: _____

Maximum Capacities (standing/sitting room, no tables): Studio B: 40, Studio C: 12, Studio D: 100

Type of Use

☐ **Private** includes a planned guest list limited to a set number of people who RSVP in advance.

☐ **Public** is invited through word-of-mouth, flyers, or media advertising, and the number of attendees may vary.

How will the space be used? (mark all that apply)

☐ Meeting ☐ Class/Lesson/Training ☐ Party ☐ Celebration of Life ☐ Other

*If other, please specify: _____

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Agreements

The undersigned hereby makes an application to City of Bellevue for use of the Parks & Community Services facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules, regulations, policies and procedures of the City of Bellevue and Parks & Community Services Department. The applicant assumes responsibility for the conduct of their guests and/or contractors associated with or attending the event. The applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

I have read, understood, and agree to comply with all procedures in the City of Bellevue's Facility Rental Guidelines and the Supplemental Form documents for the facility I am requesting to use. I further certify that I am 21 years of age or older.

Signature: Primary Contact: _____ Date: _____

Facility Rental Contact Information

In addition to this form, complete and submit: the Facility Supplemental Form, Credit Card Authorization Form, and Indoor Facility Special Use Form (if applicable).

Mailing Address:

City of Bellevue
Parks & Community Services
Attn: Northwest Arts Center
PO Box 90012
Bellevue, WA 98009-9012



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4106 (voice) or email NWAC@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.