

**Rental Details**

**Will food be served? (NO Food or Drinks in Studio D)** ☐ No ☐ Yes

If yes, who is providing? ☐ Bringing it ourselves **or** ☐ Food Vendor/Caterer Dropped Off **or**  
☐ Food Vendor/Caterer stays at facility during event\*

**Will there be music?** ☐ No ☐ Yes If yes, who is providing? ☐ Bringing it ourselves **or**  
☐ NWAC Sound System **or** ☐ Hiring a DJ\* **or** ☐ Live (which instruments)\_\_\_\_\_

**Will there be other entertainment or games?** Examples: face painter, magician, animal show  
☐ No ☐ Yes If yes, please describe the entertainment or games that will be provided:

Who is providing the entertainment? ☐ Bringing it ourselves **or** ☐ Hiring a company\*

**Will there be additional equipment brought in?** Examples: backdrops, decorations, lights  
☐ No ☐ Yes If yes, please describe the equipment that will be brought in:

Who is providing the equipment? ☐ Bringing it ourselves **or** ☐ Hiring a company\*

**\*Special Uses:** A permit is required in advance if hiring a company to provide any on-site services or equipment for the reservation. An [Indoor Facility Special Use Form](#) must be submitted no less than 30 days prior to the reservation date to be considered for approval.

**Will admissions be collected?** ☐ No ☐ Yes If yes, estimated amount:\_\_\_\_\_

**Will concessions be sold?** ☐ No ☐ Yes If yes, what is being sold:\_\_\_\_\_

**Alcohol**

**Will alcohol be served?** ☐ No ☐ Yes\*

**Will alcohol be sold?** ☐ No ☐ Yes\*

\*If yes, a Washington State Liquor & Cannabis Board Banquet Permit or Special Occasion License and an alcohol server with a Class 12 Permit is required. See the [Facility Rental Guidelines](#) for requirements. Requirements must be met a minimum of 14 days prior to the reservation date for approval.

**Equipment**

Renters are responsible for the care, condition, and cleaning of any equipment being used. The facility has an inventoried set of tables and chairs available for use. Table coverings are required, and not provided by the City. **It is the responsibility of the renter to set up and move the tables and chairs for the purpose of their event.** Please return all furniture and equipment to their original locations before leaving the facility.

**Room Equipment Needed:** (mark all that apply)

☐ Chairs ☐ 6ft Rectangular Tables

**Studio D (Dance Studio) Equipment Needed:** (mark all that apply)

☐ Plug-in Sound System ☐ Microphone(s) (1 Cordless, 1 Plug-In – Fees Apply)

**Studio B (Classroom) Equipment Needed:** (mark all that apply)

☐ Pull-Down Projector Screen

**Studio C (Kitchen Equipment) Needed:** (mark all that apply)

☐ Refrigerator/Freezer ☐ Oven ☐ Microwave ☐ Commercial Dishwasher



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](mailto:NWAC@bellevuewa.gov). For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov).