



INSTRUCTIONS

A permit is required when hiring a company to provide any services or equipment in the facility during use.

1. Form must be received at least 30 days before facility use for consideration. If received with less notice, special use may not be approved.
2. Form that is incomplete or has been altered will not be processed.
3. Submit form by – **Email to Facility** (as Attachment) see [Facility Rental Guidelines](#) for email address **OR US Mail** Bellevue Parks, Attn: (Name of Facility Requesting) Rentals, PO Box 90012, Bellevue, WA 98009-9012
4. All requirements are to be met no less than 21 days prior to facility use. Main Contact or hired companies can provide the required documents via email. When all requirements have been met, an email will be sent indicating approval.
5. Please check with facility prior to hiring company and submitting form, as all special uses may not be permitted.
6. Questions? See [Facility Rental Guidelines](#) for facility email address and phone number.

PRIMARY CONTACT – as listed on Indoor Facility Use Request Form and present on the day of use

Organization (if applicable)	Facility Use Date*
Primary Contact Name*	Cell Phone*
Indoor Facility Rented for Use*	

BASIC COMPANY REQUIREMENTS

- A Certificate of Insurance (COI) is required from all hired companies:
The City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 must be listed as Certificate Holder and named as Additional Insured. Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.
A minimum of \$500,000 Automobile Liability is required for company vehicle access beyond the parking lot.
- Must have a WA State UBI number. If they meet certain requirements, they must also register and obtain a Bellevue business license. If you have questions, contact the Bellevue Tax Office at 425-452-6851 or go to <https://bellevuewa.gov/city-government/departments/finance/business-taxes>.

ADDITIONAL REQUIREMENTS

- Food/Catering:
 1. Health Department food business permit.
 2. Copy of order/contract or a list of the equipment being brought to the park.
 3. A Fire Department issued Operational Permit is required for all food trucks and trailers that uses LP Gas for cooking. For information call 425-452-6872 or visit the webpage <https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits>.
- Entertainment/Games: Copy of order/contract or a list of the equipment being brought into the facility.
- Inflatable Rides/Games: (South Bellevue Community Center Gym only)
 1. Only pre-approved companies are permitted. A list can be provided.
 2. The company must stay on site to operate inflatables.
 3. There is a limit of 1 inflatable ride allowed.
 4. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size.
 5. When multiple inflatable rides are approved, additional fees and permits are required, including a possible electrical inspection.
 6. Inflatables must be weighed down.
 7. Copy of order or contract with photo and size of inflatable.
 8. All equipment must be delivered and picked up during scheduled facility use.

ADDITIONAL REQUIREMENTS (continued)

- **Vehicle Access:**
 1. Vehicle access may be allowed beyond the parking lot for a company vehicle. Check with facility.
 2. Vehicle access is not allowed for personal vehicles.
- **Equipment:**
 1. Copy of order or contract.
 2. All equipment must be delivered and picked up during scheduled facility use.
 3. For stages larger than 4'x4' or taller than 12" above ground, submit a plan to secure the stage when not in use.

Company Types – Food/Catering (Truck/Trailer or Non-Truck/Trailer), Entertainment/Games, Equipment, Inflatable Ride

Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*
Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*
Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*
Company Name*	Company Type*	
Name of Contact*	WA UBI Number*	
Email*	Phone*	
Mailing Address*	City*	Zip*

RULES & REGULATIONS: Initials required on each item.

- I understand that it is my responsibility to comply with all requirements and conditions set forth and that the request may be denied if requirements are not met at least 21 days prior to facility use. **Initial** _____
- I have read the [Facility Rental Guidelines](#) and understand the city codes, policies and ordinances, including the Parks and Recreation Facilities Codes at <https://Bellevue.Municipal.Codes/BCC/3.43>, governing use of the Bellevue Parks and agree to abide by them. **Initial** _____
- After an inspection of the facility, any damage will be assessed based upon repair or replacement costs. Primary Contact will be notified by email of any damage and invoiced for charge. **Initial** _____

PERMIT FEES

Food/Catering - \$50 per company **Equipment** - \$50 per company **Vehicle Access** - \$50 per vehicle
Entertainment/Games - \$35 per activity **Inflatable Ride/Games** - \$35 per ride/game

WAYS TO PAY - Payments are due within 48 hours of approval

VISA or MASTERCARD (We do not accept AMEX or Discover)

Cardholder Name _____ Cardholder Phone _____

Cardholder Address _____

VISA or **MasterCard** Number _____ Exp. Date _____ CVV _____

Email Me an Invoice to Pay Online Call Me to Pay Over the Phone



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6914 (voice) or email ParkRental@BellevueWA.gov. For complaints regarding modifications, contact City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@BellevueWA.gov.