



Bellevue Parks &  
Community Services

# Outdoor Rental Park Site Guidelines



Kelsey Creek Park

Check availability and request online at: [register.bellevuewa.gov](https://register.bellevuewa.gov)

For additional outdoor rental information including public or large private events, outdoor classes, and trails use visit: [bellevuewa.gov/rentals](https://bellevuewa.gov/rentals)

# Contact Us!

## Parks Scheduling Office:

[parkrental@bellevuewa.gov](mailto:parkrental@bellevuewa.gov)

425-452-6914

Monday–Friday, 9 a.m.–4 p.m.

## Kelsey Creek Scheduling Staff:

[kelseycreekfarm@bellevuewa.gov](mailto:kelseycreekfarm@bellevuewa.gov)

425-452-7688

Monday–Friday, 9 a.m.–4 p.m.



Crossroads Park



Chism Beach Park





Newcastle Beach Park



Robinswood Park



Lewis Creek Park



Crossroads Park

## What is Small Private Site Use

A gathering or activity that:

- Is not open to the public
- Does not exceed site capacity.
- Has no more than two special uses

## When to Reserve

Requests for the calendar year open:

- 9 a.m. The last Thursday in January (from Bellevue businesses and those who live here)
- 9 a.m. The second Thursday in February (from everyone)

Park site requests are processed in the order received. We recommend you visit the park prior to making a reservation to ensure it meets your needs and capacity.

The online calendar can be used to check availability and make requests up to 10 days prior to use date. Requests may be submitted for dates through December 15.

Requests received between 10 and 30 days prior to the park use date cannot hire any service or equipment to be provided in the park by an individual, company, or subcontractor. See special use form and requirements for additional information.



## Who can Reserve

The applicant must:

- Be at least 21 years of age or older.
- Remain on-site for the full duration of the reservation.
- Sign a waiver agreeing to follow all codes, conditions, guidelines, and requirements of the City of Bellevue and the Parks & Community Services Department.
- Assume responsibility for the conduct of all guests and contractors during the reservation.

## How to Reserve

Reservation requests can be made online. Requests are tentative until approved by staff and full payment is received. After submitting a request, you will receive a receipt as confirmation that the request has been submitted - this is not your Park Site Permit. Availability is subject to change.

Once reviewed, if approved, an invoice will be emailed by our payment system and must be paid in full, within two (2) business days by VISA or MasterCard. Once payment is made a permit will be issued. There is no legal or binding commitment between the City of Bellevue and the applicant until a permit is emailed.

If payment is not received within the noted deadline, the request will be canceled.

## Non-Profit Discounts

Non-profit organizations, public schools, and government agencies receive a 30% discount on the park site fee for their mission-based activities when proof of status is provided at the time of request. No other fees are eligible for a discount.

## Rental Hours

Parks are open 30 minutes before sunrise to 30 minutes after sunset. Rentals take place from 8 a.m.–dusk, late-January through mid-December.

Note: All set-up and clean-up must be done within the requested hours. No early arrivals or late departures are allowed.

## Site Fees

See page 6.

## Park Site Information - Small Private Site Use Only

Park Sites	Number of People Allowed*	Amenities
<b>Chism Beach Park</b> Uncovered Lower Site	30	2 Tables, Playground, Swim Beach
<b>Chism Beach Park</b> Upland Lawn	125	Open Lawn Space, Swim Beach
<b>Crossroads Park</b> Int'l Shelter 1	50	3 Tables, 1 BBQ, Playground, Seasonal Water Spray Playground
<b>Crossroads Park</b> Int'l Shelter 3	50	3 Tables, 1 BBQ, Playground, Seasonal Water Spray Playground
<b>Crossroads Park</b> Int'l Shelters 1-3	150	9 Tables, 2 BBQs, Playground, Seasonal Water Spray Playground
<b>Crossroads Park</b> Spray Park Shelter A	25	3 Tables, Playground, Seasonal Water Spray Playground
<b>Crossroads Park</b> Spray Park Shelter B	25	3 Tables, Playground, Seasonal Water Spray Playground
<b>Crossroads Park</b> Spray Park Shelters A & B	50	6 Tables, Playground, Seasonal Water Spray Playground
<b>Downtown Park</b> Plaza	150	No Tables, Playground
<b>Downtown Park</b> Plaza + Terraced-Seating	300	No Tables, Playground
<b>Kelsey Creek Park</b> Picnic Shelter	75	6 Tables, 2 BBQs, Playground
<b>Lake Hills Greenbelt</b> Garden Shelter	40	6 Tables (2 Uncovered)
<b>Lake Hills Park</b> Uncovered Site	50	2 Tables, Playground
<b>Lakemont Park</b> Shelter 1	35	2 Tables, 1 BBQ, Playground, Skate Court
<b>Lakemont Park</b> Shelter 2	35	2 Tables, 1 BBQ, Playground, Skate Court
<b>Lakemont Park</b> Shelters 1 & 2	70	4 Tables, 2 BBQs, Playground, Skate Court
<b>Lewis Creek Park</b> Shelter A	35	2 Tables, 1 BBQ
<b>Lewis Creek Park</b> Shelter B	35	2 Tables, 1 BBQ
<b>Lewis Creek Park</b> Shelters A & B	70	4 Tables, 2 BBQs
<b>Newcastle Beach Park</b> Shelter Site 1	150	8 Tables, 2 BBQs, Playground, Swim Beach
<b>Newcastle Beach Park</b> Uncovered Site 2	75	6 Tables, Playground, Swim Beach
<b>Newcastle Beach Park</b> Uncovered Site 3	25	2 Tables, Playground, Swim Beach
<b>Robinswood Park</b> Uncovered Site	75	7 Tables, Playground
<b>Wilburton Hill Park</b> Uncovered Site	150	6 Tables, Playground

\*The total number of people permitted at the site for the entire reservation.

## Park Site Fees

AM Half Day Rental:  
8 a.m.–2 p.m.

PM Half Day Rental:  
3 p.m.–dusk

Full Day Rental:  
8 a.m.–dusk

Park Sites	Mon-Thu Half Day	Mon-Thu Full Day	Fri-Sun & Holidays Half Day	Fri-Sun & Holidays Full Day	Number of People Allowed
<b>Chism Beach Park</b> Uncovered Lower Site	\$64	\$80	\$93	\$120	30
<b>Chism Beach Park</b> Upland Lawn	\$109	\$138	\$155	\$213	125
<b>Crossroads Park</b> Int'l Shelter 1 or 3	\$109	\$138	\$155	\$213	50
<b>Crossroads Park</b> Int'l Shelter 1 – 3	\$191	\$259	\$282	\$375	150
<b>Crossroads Park</b> Spray Park Shelter A or B	\$64	\$80	\$93	\$120	25
<b>Crossroads Park</b> Spray Park Shelters A & B	\$109	\$138	\$155	\$213	50
<b>Downtown Park</b> Plaza	\$191	\$259	\$282	\$375	150
<b>Downtown Park</b> Plaza + Terraced-Seating	\$306	\$422	\$487	\$650	300
<b>Kelsey Creek Park</b> Shelter	\$137	\$170	\$191	\$256	75
<b>Lake Hills Greenbelt</b> Garden Shelter	\$64	\$80	\$93	\$120	40
<b>Lake Hills Park</b> Uncovered Site	\$64	\$80	\$93	\$120	50
<b>Lakemont Park</b> Shelter 1 or 2	\$64	\$80	\$93	\$120	35
<b>Lakemont Park</b> Shelters 1 & 2	\$109	\$138	\$155	\$213	70
<b>Lewis Creek Park</b> Shelter A or B	\$64	\$80	\$93	\$120	35
<b>Lewis Creek Park</b> Shelters A & B	\$109	\$138	\$155	\$213	70
<b>Newcastle Beach Park</b> Site 1 Shelter	\$191	\$259	\$282	\$375	150
<b>Newcastle Beach Park</b> Uncovered Site 2	\$109	\$138	\$155	\$213	75
<b>Newcastle Beach Park</b> Uncovered Site 3	\$64	\$80	\$93	\$120	25
<b>Robinswood Park</b> Uncovered Site	\$109	\$138	\$155	\$213	75
<b>Wilburton Park</b> Uncovered Site	\$153	\$203	\$243	\$325	150

**Cleaning Fee:** \$110 per hour, if additional cleaning or excessive trash removal are required after rental.  
*All Fees are Subject to Change*



## Special Uses

A special use is when an individual, company, or subcontractor is hired to provide a service or equipment during a park site rental and requires a special use permit. A special use form must be submitted no less than 30 days prior to the reservation date to be considered for approval. Not all special uses are allowed at all parks and sites. Examples include food vendor/caterer to stay onsite during park use or deliver with setup/equipment, entertainers such as face painters, inflatable ride/bouncy house, large lawn games, a party planner/decorator and equipment delivered.

A maximum of two (2) special uses is permitted with a small private park rental. Requests that exceed two special uses are considered a Park Event.

- Food/Catering or Equipment - \$50 permit fee
- Entertainment, Games, Inflatable Ride - \$35 permit fee

# Special Use Permits

## Small Private Site Use - Up to 2 Permits Max

Park Sites	Food Vendor Catering	Entertainment (ex. balloon artist, face painter, lawn games, magician)	Equipment (ex. chairs, tables, tents/ canopies)	Inflatable Ride (bouncy house)
<b>Chism Beach Park</b> Uncovered Lower Site	No	No	No	No
<b>Chism Beach Park</b> Upland Lawn	Yes	Yes	Yes	No
<b>Crossroads Park</b> Int'l Shelter 1 or 3	Yes	Yes	No	No
<b>Crossroads Park</b> Int'l Shelters 1 - 3	Yes	Yes	Yes	Yes
<b>Crossroads Park</b> Spray Park Shelter A or B	No	No	No	No
<b>Crossroads Park</b> Spray Park Shelters A & B	No	No	No	No
<b>Downtown Park</b> Plaza	Yes	Yes	Yes	Yes
<b>Downtown Park</b> Plaza + Terraced-Seating	Yes	Yes	Yes	Yes
<b>Kelsey Creek Park</b> Picnic Shelter	Yes (No Food Trucks)	Yes	Yes	No
<b>Lake Hills Greenbelt</b> Garden Shelter	No	No	No	No
<b>Lake Hills Park</b> Uncovered Site	Yes	Yes	Yes	Yes
<b>Lakemont Park</b> Shelter 1 or 2	No	No	No	No
<b>Lakemont Park</b> Shelters 1 & 2	No	Yes	No	No
<b>Lewis Creek Park</b> Shelter A or B	No	No	No	No
<b>Lewis Creek Park</b> Shelters A & B	Yes	Yes	Yes	Yes
<b>Newcastle Beach Park</b> Shelter Site 1	Yes	Yes	Yes	Yes
<b>Newcastle Beach Park</b> Uncovered Site 2	No	No	No	No
<b>Newcastle Beach Park</b> Uncovered Site 3	No	No	No	No
<b>Robinswood Park</b> Uncovered Site	No	No	No	No
<b>Wilburton Hill Park</b> Uncovered Site	Yes	Yes	Yes	Yes

## Rescheduling

Once a rental permit has been issued, changes must be requested by email. A \$25 rescheduling fee is charged.

- A minimum of 21 days' notice is required.
- The number of days' notice is calculated off the original reservation date if date is rescheduled multiple times.
- A revised rental permit will be issued once the change is confirmed.

## Cancellations

Cancellations must be made by email.

- Cancellations made 30 or more days prior to the reservation will result in a charge of a \$35 administrative fee.
- Cancellations made 14 – 29 days prior to the reservation will result in a charge of a \$35 administrative fee or 50% of the rental fees (whichever is greater).
- Cancellations made 0 – 13 days prior to the reservation date will result in no refund.
- No refunds will be made due to weather or water conditions.

## Park Events

Park Events are public or large private events taking place in a City of Bellevue Park and are limited to a maximum of six (6) special uses. Public events can request an amplified sound permit, but private events are not eligible. Contact the Parks Scheduling Office to discuss your plans for a public or large private event.

## Special Events

Special Events are public gatherings that expect over 500 people in attendance per day and/or those that require the need for city support services. Special Events are reviewed by the Special Events Committee and require at least 90 days' notice. Contact the Special Events Committee, [SEC@bellevuewa.gov](mailto:SEC@bellevuewa.gov), to discuss your plans for a Special Event.





# How to Have a Successful Event

To have the best possible experience, here are some frequently asked questions:

## **Do I need to bring a copy of my emailed rental permit to the park?**

Yes. Groups with a rental permit have the right to enjoy their park site for the time indicated on their permit. Individuals or groups without a reservation must vacate the park site when someone arrives with a rental permit.

## **What if someone is at the site when my rental time starts?**

Please let them know you have a rental permit from the City of Bellevue to use the site. Show them your permit and ask them kindly to vacate. If they refuse to leave call the PSO Concern Line (425-452-7859), leave a message and staff will return your call.

## **Do I have to clean up after my reservation?**

Yes. Be prepared with cleaning supplies and extra trash bags. Pick up all litter and place all garbage in trash and recycle cans. Be prepared to take away all food not served and any trash or recycling that does not fit in the cans. Do not leave bags next to cans. Clean tables, benches, and BBQs. Make area presentable for the next group. Cleaning fee of \$110 per hour charged, if additional cleaning or excessive trash removal are required after rental.

## **Is there electricity available at the park?**

No, electricity is not a guaranteed amenity.

## **Where can I park?**

Parking is limited at most parks and only available on a first-come, first-served basis. All groups are encouraged to carpool. Vehicles must fit within a single stall.

## **Can I drive into the park beyond the parking lot?**

No, per BCC 3.43.160 ([bellevue.municipal.codes/BCC/3.43.160](http://bellevue.municipal.codes/BCC/3.43.160)). Vehicles must remain in the parking lot and are prohibited on turf, grass, walkways or unauthorized areas.

## **Can we serve alcohol to our group?**

No. Alcohol is not allowed in outdoor parks per Parks and Recreation Facility Code 3.43.250 ([bellevue.municipal.codes/BCC/3.43.250](http://bellevue.municipal.codes/BCC/3.43.250)). Permits are not issued for consumption of alcohol in outdoor park spaces including picnic shelters and sites. State Liquor Control Board permits do not have jurisdiction on Bellevue Park property and do not give you permission to consume alcohol. Note, city manager's designee is the Parks Scheduling Office.

## **Can I bring a BBQ grill?**

Yes. Self-contained barbecue grills are allowed. Gas use is preferred over charcoal. Groups are responsible for the safe removal of the coal and grease. DO NOT dump coals or grease in the park, dumpster, or in trash or recycling can. Charcoal use is not allowed during burn bans and/or dry conditions and is subject to rules by Bellevue Parks. Ash buckets are provided at Crossroads Int'l Shelters 1-3 and Newcastle Beach Sites 1, 2, and 3.

## **Is wood burning allowed?**

No. Burning wood is not allowed.

## **Can I bring a fire pit?**

Yes. Gas fire pits are allowed. They are treated like a self-contained BBQ grill.

### **Can I play music or bring a speaker to the park?**

Sound may not be amplified or travel beyond 30 ft of its origin for private events. Public events can apply for a sound exception permit per BCC 3.43.260 ([bellevue.municipal.codes/BCC/3.43.260](http://bellevue.municipal.codes/BCC/3.43.260)). Typically, music can be no louder than the maximum volume setting on a cell phone.

### **Can I bring a pop-up canopy to the park?**

Yes. If having multiple tents/canopies or any larger than 20'x20' (400 sq ft), a temporary land use permit may be required from the Fire Department.

### **Can I stake my canopy into the ground?**

No. Digging and/or driving stakes into the ground is not allowed. If tents/canopies are used, they must be weighted down, not staked.

### **Can I set up additional chairs and tables for my guests?**

Yes. Although if the equipment is delivered by a company, a special use permit is required and must be requested a minimum of 30 days in advance for consideration.

### **Can I decorate my park site?**

Yes. Decorating with masking, painters' tape, or other items that can be easily removed is allowed. Staples, nails, tacks, and duct tape are prohibited.

### **Are there any prohibited equipment or activities at the park?**

Yes, some examples include:

- Balloon releases, sky lanterns (aerial luminaries)
- Drones
- Dunk Tanks
- Laser Tag
- Outdoor Movie Screens
- Pony Rides
- Trackless Trains
- Water Inflatables

### **Can I bring an inflatable ride/bouncy house to the park?**

Yes. When and where allowed, a special use permit is required and must be requested a minimum of 30 days in advance for consideration. If a special use permit has not been approved, the inflatable ride/bounce house is not allowed in the park. Personal inflatable equipment is not allowed.

### **What is the policy on dogs in the park?**

Dogs are welcome in all Bellevue parks and trails when on leash, with a few exceptions. Dogs are not allowed:

- At beach parks during the swimming season (June 1–Sept. 15)
- At any time on synthetic turf areas (such as soccer fields, water spray playgrounds, and the Inspiration Playground)
- At Bannerwood Stadium
- At the Botanical Garden
- At Kelsey Creek Farm

Service animals are welcome while assisting their human.

### **Can I dock my boat at a beach park?**

No. The only public dock is located at the marina adjacent to Meydenbauer Bay Park. Drop offs and pickups are not allowed at other beaches.

### **Will lifeguards be on duty at the beach?**

Seasonal Lifeguards may be on duty. Check the schedule online at [bellevuewa.gov/lifeguards](http://bellevuewa.gov/lifeguards).

### **Can I launch my canoe/kayak/paddle board at a beach park during swimming season?**

Yes, per BCC 3.43.200 ([bellevue.municipal.codes/BCC/3.43.200](http://bellevue.municipal.codes/BCC/3.43.200)) at select parks only - Clyde Beach, Enatai Beach, Meydenbauer Bay and Newcastle Beach Parks.

Information contained in this guide is subject to change.




Lake Hills Greenbelt



### Equity: A System of Fairness

Equity means everybody in our community can access, participate in and benefit from services, resources and opportunities that contribute to a high quality of life, no matter an individual's identities. Put simply, in an equitable society, one's identities are not accurate predictors of one's outcomes. Different from equality, equity considers how the unique identities, circumstances and histories of different people may impact experiences within institutions and systems.

PCS-26-67647  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](mailto:parkrental@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).