



INSTRUCTIONS: Submit form as soon as hired companies have been selected. Our office will work directly with them to meet requirements. Deadline to meet requirements is 21 days prior to event date.

- If you have filled out a Facility Use Request Form and are having one or more of the below Special Uses at your indoor event, the Primary Contact who reserved the indoor park facility must complete this form and submit with permit fee(s) to:
 City of Bellevue
 Parks & Community Services
 Attn: Rentals at Crossroads Community Center
 PO Box 90012
 Bellevue, WA 98009-9012
- A Certificate of Insurance (**C of I**) 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 vehicle access if company vehicle is driven onto city property other than designated parking lot.
- Upon successfully meeting all requirements, you will receive an email indicating approval.
- Not all special uses are allowed. Please check with facility prior to hiring company and submitting form.**

PRIMARY CONTACT & EVENT INFORMATION (Person Responsible)

Organization:	Date of Event:
Primary Contact Name:	Cell Number:
Facility Reserved for Your Event: <u>Crossroads Community Center</u>	

A. Are you hiring a food vendor (caterer) to stay at the park facility during your event? No (go to B) Yes If yes, this information is required along with a C of I and a \$50 permit fee per caterer. *

Name of Catering Company:	Phone #:	
Name of Contact:	Email:	
Mailing Address:	City:	Zip:

Name of Catering Company:	Phone #:	
Name of Contact:	Email:	
Mailing Address:	City:	Zip:

* A copy of the order from the company may be required.

B. Are you having someone, or a company provide an inflatable ride at your event in the gym at Highland Community Center or South Bellevue Community Center? No (go to C) Yes If yes, this information is required along with a C of I, a \$25 permit fee per ride. Note – inflatables are not allowed inside any other indoor park facility. *

Inflatable Ride Company Name:	Phone #:	
Name of Contact:	Email:	
Mailing Address:	City:	Zip:
# of Rides Rented:		

* Only pre-approved companies are permitted in Bellevue Parks, contact us for a list. The company must stay on site to operate inflatable. A copy of the equipment order from the company is required. There is a limit of 1 inflatable ride allowed. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size. When multiple inflatable rides are approved, additional fees and permits are required, including a possible electrical inspection. Inflatables must be weighted down. A copy of the order from the company is required.

C. Are you having someone, or a company provide other forms of entertainment or games i.e. DJ, musicians, game truck, face painter, bubble soccer, magician, animal show, photo booth etc...? **No (go to D)** **Yes If yes, this information is required along with a C of I and a \$25 permit fee. Additional permit fees may be required based on activities.** Note – bubble soccer requires a gym reservation. *

Entertainment Company Name:	Phone #:	
Contact Name:	Email:	
Mailing Address:	City:	Zip:
Describe entertainment or game activity:		

* A copy of the order from the company may be required.

D. Are you having someone, or a company provide additional equipment i.e. chairs, tables, decorations, staging, etc...? **No (go to E)** **Yes If yes, this information is required along with a C of I and a \$25 permit fee. ***

Equipment Company Name:	Phone #:	
Contact Name:	Email:	
Mailing Address:	City:	Zip:

* A copy of the equipment order from the company is required. All equipment must be delivered and picked up during scheduled rental time.

E. Do any of the companies you have hired require vehicle access beyond the parking lot to get closer to the facility? **No** **Yes If yes, this information is required along with a C of I and a \$25 permit fee per vehicle. Vehicle access is not allowed for personal vehicles or in parks where it is prohibited.**

Vehicle #1 Owner Name:	Phone #:
Make of Vehicle:	Email:
Model of Vehicle:	WA State Lic. Plate #:

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 a minimum of 21 days prior to event date. Any changes made must be done more than 21 days before the event.

___ I have read the [Facility Rental Guidelines](#) and understand the city codes, policies and ordinances, governing use of the Bellevue Parks and agree to abide by them.

___ I understand that adult supervision of the inflatable ride is required at all times. Company must stay on site to operate inflatable.

___ Note all equipment must be delivered and picked up during scheduled rental time.

___ All companies conducting business in Bellevue Parks are required to have **both** a City of Bellevue and a Washington State Business License. For Bellevue Business License information, companies can review the tax office's webpage at <https://bellevuewa.gov/city-government/departments/finance/doing-business-with-bellevue/business-licenses> or call the Tax Office at 425-452-6851.

Forms without payment will be returned to Sender

VISA/MASTERCARD PAYMENTS: Visa **OR** MasterCard

Cardholder Name: _____ Cardholder Phone #: _____

Cardholder Signature: _____ Amount Approved: \$ _____

Card Number: _____ Exp. Date: _____

CHECKS are to be made payable to City of Bellevue and are to be included with form.

NOTE – Requests received less than 21 business days prior to event cannot be open to the public or include any special uses, and must be paid by cash, VISA or MasterCard.