



2025 Park Event Request Form

Public or Large Private Event

Form due no less than 60 days prior to event date

**Required Information*

MAIN CONTACT (must be at least 21 years old and in charge during park use)	
First & Last Name*	Today's Date* (m/d/yy)
Residential Address*	Cell Phone*
City* State* Zip*	Work Phone
Personal Email Address*	Home Phone
Organization Name (if applicable)	
Mailing Address	Non-Profit ID #
City State Zip	(Submit Proof of Status with form)
The email provided will be attached to your organization's account and sent an invoice to pay online.	
Organization Email Address* (Must be different than personal email)	
Name of Event*	
Description of Event*	

Choose your top 3 preferences for the Parks and Sites/Areas and Dates

(The Sites/Areas in Park could be Uncovered or Sheltered Sites, Lawn Areas, Plazas and/or Trails)

All setup, cleanup, equipment delivery and removal must be done during permitted Park hours (8:00am – Dusk)

	Park Name and Sites/Areas*	Date* (m/d/yy)
1*		
2*		
3*		

Set-up Start Time*	Take Down End Time*	Event Start Time*	Event End Time*
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Type of Use*

Private - planned guest list, know who is attending, limited to a set number and the public is not admitted.

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

Anticipated Number of Participants/Spectators*	Anticipated Number of Staff/Volunteers*
Anticipated Number of Vendors*	Anticipated Number of Booths/Tents*
Are you selling concessions?* <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you charging admission?* <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require electrical access?* <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you plan to have amplified sound?* <input type="checkbox"/> Yes <input type="checkbox"/> No

PARK USE DETAILS* (Additional special use permits may be required)

Will there be food?* Yes No If yes, will it be served or sold? Who is providing it?

Food Vendor/Caterer to stay at the park during use** Bringing it ourselves

Food Vendor/Caterer to sell food to public at the park** Food Vendor/Caterer to drop-off

Will there be entertainment or games?* Examples: animal show, balloon artist, face painter, jumbo size games, inflatable ride/bouncy house, magician etc. Yes No If yes, who is providing it?

Bringing it ourselves Hiring a company** What is planned? *

Will there be additional equipment brought in?* Examples: chairs, tables, staging, tents/canopies etc. Yes No
 If yes, who is providing it? Bringing it ourselves **OR** Hiring a company** What is planned?*

- Will there be a stage? If yes, what size? _____
- Will there be tents/or canopies? If yes, how many, and what size? _____

****A [Park Special Use Form](#) is required and must be submitted for approval no less than 30 days before park use.**

Is this the first time that you or your organization have planned an event like this?* Yes No If yes, what is your experience (when, where, size, frequency, etc...)* _____

PARKS & RECREATION FACILITIES CODE ACKNOWLEDGEMENT (Initial Required)

Sound may **not** be amplified or travel beyond 30 feet of its origin for private use per BCC 3.43.260? **Initial** _____
 It is unlawful for any person to use or possess any alcoholic beverage in a park per BCC 3.43.250? **Initial** _____

WAYS TO PAY (Payments are due within 48 hours of request 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
 CHECK made payable to City of Bellevue, is accepted with form received 21 or more days before request date.

INSTRUCTIONS


1. Review the BellevueWA.gov/rentals/outdoor-rentals/ webpage and [Park Use Guidelines](#) before submitting form.
 2. Forms must be received no less than **60 days** before the event date requested.
 3. Forms are processed on a first-come, first-served basis. No date will be confirmed until the form is approved.
 4. There is no legal or binding commitment between the City and Main Contact listed until a rental permit is emailed.
 5. Submit form by - **Email** (as Attachment) ParkRental@BellevueWA.gov or **Fax** 425-452-7221 or **Drop-off** Bellevue City Hall, 450 110th Ave NE, Service First Desk, Monday-Friday, 8am-4pm
 (Not Recommended) **US Mail** City of Bellevue, Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009-9012
 6. **Questions?** Contact us at - ParkRental@BellevueWA.gov or 425-452-6914 (Monday-Friday, 9am-4pm)
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AGREEMENTS

The undersigned hereby makes an application to the 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 & Parks & Community Services Department. The applicant assumes responsibility for the conduct of his or her 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 Park Use Guidelines and Park Special Use Form, for the park sites I am requesting to use. I further certify that I am 21 years of age older.

SIGNATURE by Main Contact _____ Date _____

 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 425-452-6168 (voice) or email ADATitleVI@BellevueWA.gov.