



Facility Use - Supplemental Form Highland Community Center

SPACE & USE

1. Indicate how you will use the space (mark all that apply):

- Meeting Class Reception Party Adults only Adults & Youth
 Other (specify): _____

2. Will you be serving food? Yes No

If yes, who is providing? Group member Caterer-delivered Caterer-prepared/served*
 *If you are hiring a catering company to prepare/serve food on site a [Catering Application](#) is required.
 See [Facility Rental Guidelines](#) for all requirements.

3. Will you be serving alcohol? Yes** No Will you be selling alcohol? Yes** No

**If yes, a Banquet Permit or Special Occasion License and server with a Class 12 Permit are required.
 See [Facility Rental Guidelines](#) for all requirements that must be met for approval. Alcohol service must be approved a minimum of 5 business days' prior to event date. Alcohol service may not be approved during hours of scheduled youth programs in the complex.

4. Will there be music? Yes No

If yes, please specify: Stereo DJ Live (which instruments?) _____

5. Will you be collecting admissions? Yes No Estimated Amount: _____

6. Will you be selling concessions? Yes No Vendor Name: _____

7. Are you hiring an event or equipment company to provide a Big Toy/Inflatable? Yes No

If yes, name of rental agency: _____

Note: Special regulations must be followed in order to bring an inflatable into the building.

8. Indicate the facility you want to reserve (mark all that apply):

- Art Room Fireside Room Multi-Purpose Room Kitchen Gym Resource Room

EQUIPMENT

9. Describe any equipment you intend to bring with you to use: _____

10. Indicate the number of chairs & tables needed:

___ Vinyl stacking chairs (220 available) ___ 6 ft Rectangular tables (30 available)

11. Kitchen equipment needed: Microwave Refrigerator

CONTACT INFORMATION

Highland Community Center:

14224 Bel-Red Road, Bellevue, WA 98007

Phone: 425-452-7686

Fax: 425-452-7841

Email: HCC@bellevuewa.gov

Rental Times: Monday–Friday, 9am-3pm

Saturday, 9am–12am

Sunday, 8am–6pm

After Hours Emergencies:

Bellevue Parks Resource Management

Phone: 425-452-6855