



EVENT DETAILS

- **How will the space be used?** (mark all that apply)
 Meeting Class/Lesson Wedding Party Other (describe): _____
- **Will food be served?** No Yes **If yes, who is providing?** Bringing it ourselves **or**
 Food Vendor/Caterer Dropped-Off **or** Food Vendor/Caterer to stay at the facility during event **
- **Will there be music?** No Yes **If yes, who is providing?** Bringing own system **or** Facility system
or Hiring a DJ ** **or** Live (which instruments?) _____
- **Will there be other Entertainment or Games?** *Examples: game truck, face painter, bubble soccer, magician, animal show, photo booth, inflatable ride etc...* No Yes
 - **If yes, what is planned?** _____
 - **Who is providing it?** Bringing it ourselves **or** Hiring a company *
- **Will there be other Additional Equipment brought in?** *Examples: laptop, AV equip, chairs, tables, decorations, staging, etc...* No Yes **If yes, what is planned?** _____
 - **Who is providing it?** Bringing it ourselves **or** Hiring a company **

**** Special Uses:** *If hiring a company to provide a service for the event, a permit is required and must be approved in advance. An [Indoor Facility Special Use Form](#) is required, deadline to meet requirements is 21 days prior to event date.*

~~Will alcohol be served?~~ No Yes ~~Will alcohol be sold?~~ No Yes **Alcohol NOT allowed at NBCC**

*If yes, a Washington State Liquor & Cannabis Control Board Banquet Permit or Special Occasion License and alcohol server with a Class 12 Permit are required. See **Facility Rental Guidelines** for all requirements that must be met a minimum of 7 days prior to event date for approval.*

Will admissions be collected? No Yes **If yes, estimated amount?** _____

Will items be sold? No Yes **If yes, what is planned?** _____

EQUIPMENT (included with rental)

Renters are responsible for the care, condition, and cleaning of any equipment being used. The room has an inventoried set of tables/chairs available for use. It is the responsibility of the applicant to set-up, move tables and chairs for their purpose and to return room to original condition.

Room Equipment needed: *(mark all that apply and fill in quantities where applicable)*

___ Stacking Chairs (200 avail.) ___ 6 ft Rectangular Tables (12 avail.) ___ 5 ft Round Tables (24 avail.)

- Tabletop Podium Portable Screen (\$25) Audio System & Microphone (Banquet & MPR only)
- Projector & Screen (\$100/day, available in Banquet Room only)
- Piano (\$100/day, available in Banquet Room only)

Kitchen Equipment needed: *(Only available with Banquet Room or Weekend Package rental)*

- Refrigerator Microwave Dish Sanitizer Range/Oven Warming Oven Warming Trays

CONTACT INFORMATION

North Bellevue Community Center:

Facility Location: 4063 148th Ave NE, Bellevue, WA 98007
 Mailing Address: PO Box 90012, Bellevue, WA 98009
 Phone: 425-452-7681
 Fax: 425-882-1968
 Email: NBCC@bellevuewa.gov

After Hours Emergencies:

Bellevue Parks Resource Management
 Phone: 425-452-6855