



City of Bellevue
 115 E Pine Street
 P. O. Box 825 Bellevue, ID 83313
 (208) 788-2128 Fax (208) 788-2092

MEMORIAL PARKS APPLICATION

APPLICANT INFORMATION		
Name:		
Cell Number:	Fax Number:	Phone Number:
Physical Address:		
Mailing address:		
Email Address:		
Date(s) of use:		Time(s) of use:
Type of Event:		
Catered Event: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(must have both catering & alcohol permit to cater/food)</i>		
Beer or Wine served <i>(must have alcohol permit)</i> : <input type="checkbox"/> YES <input type="checkbox"/> NO		
Food service: <input type="checkbox"/> YES <input type="checkbox"/> NO (Department of Health & Welfare approval- Please attach the report to this application)		
ORGANIZATION INFORMATION		
Name:		
Phone #:	Fax #:	Cell #:
Mailing Address:		
Email Address:		
Estimated Number of people:		
<p>Consent:</p> <ul style="list-style-type: none"> • 30-DAY REQUIREMENT The application and fees must be submitted at least 30 days prior to the reservation date. • FEES & APPLICATION Park fees and associated fees shall be submitted with this application and are NON-REFUNDABLE. • DEPOSIT FEE A deposit fee of \$80.00 is required and may be refunded. • ADDITIONAL FEES Additional Fees will be applied as needed for additional staff labor requirements at \$45/hour. • RESERVATION A credit card will be required at time of reservation. • USE OF PARK The park reservation permit gives your organization exclusive use of the proposed areas for your designated times ONLY. Park users are not exclude from public areas (e.g. open space, restrooms, tot play area). Reservations are made strictly on a first come-first serve basis. THE USE OF GLASS CONTAINERS ARE NOT ALLOWED IN ANY CITY PARK. Camping IS NOT ALLOWED. Dogs are not allowed to run at large; please pick up after your pets. • INSURANCE Pursuant to City Code, Title 7, Public Ways and Property § 7-3-14(C): For Profit and Not for Profit Events; Special and Seasonal Events: ‘event(s) shall require proof of the applicant having obtained general liability insurance coverage in the minimum amount of one million dollars (\$1,000,000.00) covering the City as an additional insured...’ • DAMAGES The applicant shall be reliable for any and all damages to the city property during their reservation. • WEEKEND & EVENING EVENTS For weekend and evening events, arrangements for keys will need to be made between 7:00 am and 5:00 pm, Monday through Thursday at Bellevue City Hall, excluding federal holidays. • PARKING All parking shall comply with the parks, parking rules and restrictions. Violators will be fined. • ADDITIONAL PORTA POTTIES For events with more than 100 or more people, additional porta potties will be required: <ul style="list-style-type: none"> ○ 100 to 249 requires 1 additional porta potty at \$121.49 Total \$121.49 ○ 250 to 499 requires 3 additional porta potties at \$121.49 Total \$364.47 ○ 500+ requires 4 additional porta potties at \$121.49 Total \$485.96 • ADDITIONAL DISPOSABLE GARBAGE CANS For events with more than 100 or more people, additional disposable garbage cans will be required: <ul style="list-style-type: none"> ○ 100 to 249 requires 1 additional disposable garbage can a \$23.50 Total \$23.50 ○ 250 to 499 requires 3 additional disposable garbage can at \$23.50 Total \$70.50 ○ 500+ requires 4 disposable garbage can at \$23.50 Total \$94.00 • NOISE Pursuant to City Code, Title 4 Health, Sanitation and Environment § 4-2-2(B)(2): “plainly audible noise upon a public right-of-way or street at a distance of fifty feet (50’) or more from the source of such sound is prohibited unless approved prior to the event (music events). • HOURS Pursuant to City Code, Title 7, Public Ways and Property § 7-3-15: City Parks are open from “sunrise to sunset.” City Parks are closed from 10:00 pm through 6:00 am the following morning. 		

- CLEAN-UP | Pursuant to City Code, Title 7, Public Ways and Property § 7-3-4(A)(D): (A) “No person or group shall bring in, dump or deposit any bottles, broken glass, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse or other TRASH in any City park or leave such materials therein except in proper receptacles provided for that purpose.” (D) Where receptacles are not provided, all ... TRASH... shall be carried away from any City park by the person responsible for its presence.”
- PRECEDENCE | The City of Bellevue may give precedence to Bellevue area events. (Labor Day etc.)

PARK INFORMATION

MEMORIAL PARK:

Half Day: Covered Area Green Space/Stage | Full Day: Covered Area Green space/ Stage

Covered Area:

Half Day Rate: (4 hours) = \$45.00

Full Day Rate: (8 hours) = \$90.00

Green Space/ Stage:

100 or less people:

Half Day Rate: (4 hours) = \$45.00

Full Day Rate: (8 hours) = \$90.00

100 or more people:

Half Day Rate: (4 hours) = \$130.00

Full Day Rate: (8 hours) = \$260.00

- Non-Profit Organization: A driver’s license and proof of 501(3)(c) is required.
- Others: A driver’s license may be required
- Your event is a “Special Event”: if it meets either of the following criteria: 1) it will require a street closure within any zoning district, or 2) it is anticipated to attract 200 or more people at any one time within any zoning district. Special Event application procedures and additional fees apply. Bellevue Code Title 4 § 4-2-4.
- If your event needs electrical support, please describe your needs and attach it to the application.
- All parks usage shall be subject to conditions.
- In the case of more than one application for the same time period, the City of Bellevue will permit the first completed application filed.

- ✚ This form with payment must be submitted within 30 days of reservation date.
- ✚ Requests for waiver fees shall be submitted to the Bellevue City Council no more than 30 days after the event.
- ✚ Requests for amplified sound/ concerts shall require the applicant to post the park 7 days prior to the event and get prior approval.

PARK FEES:

Park Fee: \$ _____

Deposit: \$80.00

Porta Potties at \$121.49 | 1 additional | **Total \$121.49**

Porta Potties at \$121.49 | 3 additional | **Total \$364.47**

Porta Potties at \$121.49 | 4 additional | **Total \$485.96**

Disposable Garbage Can at \$23.50 | 1 additional **Total \$23.50**

Disposable Garbage Can at \$23.50 | 3 additional **Total \$70.50**

Disposable Garbage Can at \$23.50 | 3 additional **Total \$70.50**

Total Owed: \$ _____

**A Credit Card is required to be on file for a \$80.00 damage deposit that may be charged if necessary.*

Applicant Signature: _____

Date: _____/_____/_____

CITY APPROVAL

City Use Only:

Date of reservation & payment received: _____ Staff Initial: _____

Department approval:

P/W: Approved _____ Date: _____

Fire: Approved _____ Date: _____

Marshal: Approved _____ Date: _____