



**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 CCC**  
~~— 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 unless noted with fee)**

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 (50 avail.)    \_\_\_ 5 ft Round Tables (15 avail.)
- Podium     Portable TV (75in.)     Audio/Video System & Microphone (Comm Room only)
- Bluetooth Speaker w/ Mic
- Grand Piano (Theatre & Comm Room)

**Kitchen Equipment needed:** *(Only Comm Room – non-commercial kitchen)*

- Refrigerator  Microwave  Dish Sanitizer  Coffee Pot  Hot Water

**CONTACT INFORMATION**

Crossroads Community Center:  
 Facility Location: 16000 NE 10<sup>th</sup> St, Bellevue, WA 98008  
 Mailing Address: PO Box 90012, Bellevue, WA 98009  
 Phone: 425-452-4874  
 Email: [ccc@bellevuewa.gov](mailto:ccc@bellevuewa.gov)

After Hours Emergencies:  
 Bellevue Parks Resource Management  
 Phone: 425-452-6855