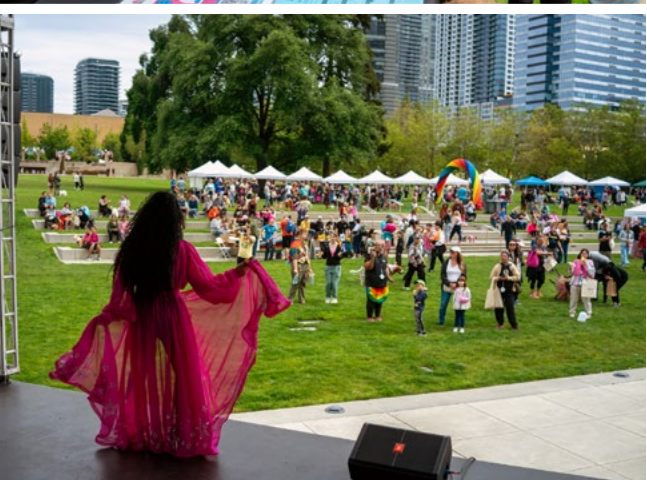


City of Bellevue

# Special Events Planning Guide



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Welcome to the City of Bellevue Special Events Committee. Special Events help build a sense of belonging and community pride. The Special Events process exists to serve the community and to guide event planners through the special event permitting process. All reservations for special events, such as festivals, runs, walks, parades, block parties, and citywide holiday celebrations that occur on public property are initiated with our office. Our Planning Guide to Special Events is designed to provide you with the necessary information about permitting, planning, and producing your event in the City of Bellevue. Every event is unique and requires varying levels of city oversight. For this reason, not all aspects of the following guide will apply to your event, and not all aspects are included in this guide.

Our dedicated, professional team is your resource on all aspects of event production. We recommend that event organizers contact the Special Events Committee early in the planning process. We will be happy to provide guidance and answer your questions. We strive to deliver outstanding customer service to ensure each event's success.

## What requires a Special Event Permit?

There are many unique events held in Bellevue each year. When does it become a requirement that an event receives a Special Event Permit? If either of the following two statements applies to an event you are planning, you need to submit an application and have your event reviewed by the Special Events Committee.

The event is held on public streets, sidewalks, walkways, or on other publicly owned property, and is over 500 people in attendance per day, or interferes with normal vehicular or pedestrian traffic and/or requires the use of City services.

or

The event is on private property and cannot be self-contained (i.e. parking spills over onto public property) and/or requires the use of City services.

Specific activities requiring a Special Events Permit include, but are not limited to:

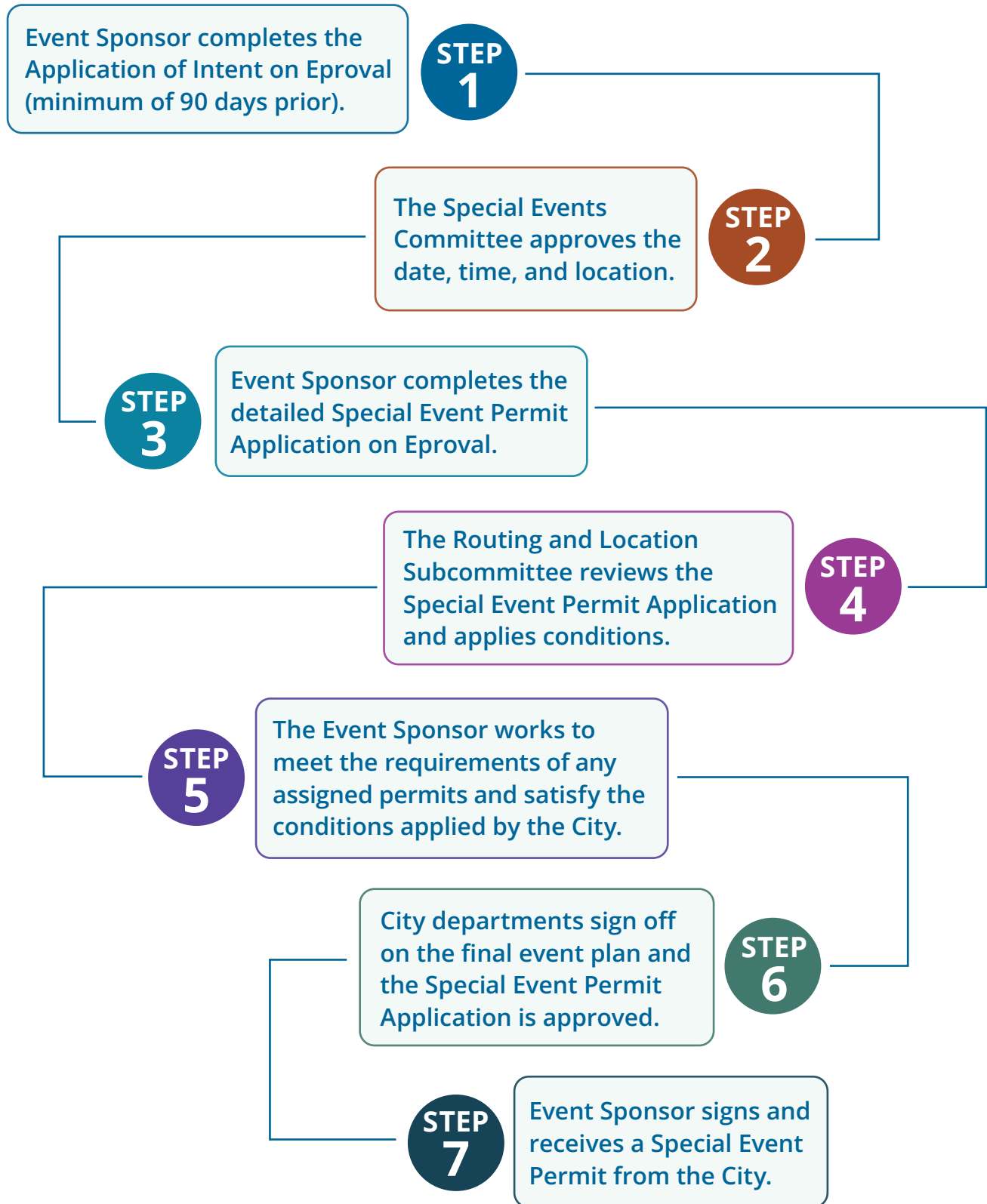
- **Fun Runs/Walks** – foot races held on public streets, sidewalks, trails, and/or a public place.
- **Bike Race** – bike races held on public streets, sidewalks, trails, and/or a public place.
- **Parade** – a moving and temporary closure of a road (which would require significant police resources) where organized groups are marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or a public place.
- **Fair/Carnival/Community Event** – a stationary event on public streets, sidewalks, trails and/or a public place, held one day or more.

## How to Apply

You can apply for a Special Event with the online Application of Intent.

The Special Event Application of Intent must be submitted no less than 90 days prior to the event date. In addition to completing the Application of Intent, a site plan and application fee will be due at the time of submittal. Typical approval of date, time, and location will be received within 30 days from submission, after Committee review. If you have any questions or need assistance with the process our professional staff will be happy to assist.

# Special Events Process Overview



# Special Event Application Fee

The special event application fee is a \$62, non-refundable, fee due at the time of application.

# Special Event Permit Fee

The special event permit fee is based on a flat fee schedule depending on the type of event, the event duration, and the participation level. This fee is due 30 days prior to the event.

Special event permit fees are refundable, provided that written notice is received by the Special Events Committee a minimum of 30 days prior to the event. The following table contains 2025 pricing information.

## 2025 Special Event Permit Fees

<b>Type of Event</b>	<b>Fee</b>
<b>Fun Run/Walk/Bike Ride</b> (Rolling Closure).....	\$2,085
<b>Race/Parade</b> (Closed Course)	
Less Than or Equal to 3 Hours Per Day .....	\$5,245
Greater Than 3 Hours Per Day .....	\$8,385
<b>Fair/Carnival/Community Event</b> (Daily participation over the entire event)	
Less than 5,000 Participants.....	\$1,570
5,000 – 25,000 Participants.....	\$7,470
25,001 – 50,000 Participants.....	\$10,480
Greater than 50,000 Participants.....	\$15,695

In addition to the application fee and special event permit fee, you may be assessed additional fees by city departments. The costs and fees associated with personnel or resources provided to your event as well as fines that may be assessed by the city for the cost to repair damages resulting from an event are invoiced and billed separately by each department.

# Routing and Location Subcommittee

Routing and Location (R/L) Subcommittee meetings are required for all events approved by the Special Events Committee. The Routing and Location Subcommittee is comprised of representatives from the City’s Police, Fire, Transportation and Parks Departments as well as King County Metro. During your R/L meeting each department will have the opportunity to explain the conditions being applied to your event, and event sponsors will be able to ask questions. Examples of conditions that may be applied to an event include fire operational permits, parking plans, and required number of police officers assigned to your event. The City will reach out to the Event Sponsor to arrange the timing of an R/L meeting.

# Key Deadlines for Special Events

## Due a minimum of 90 days or more prior:

- Application of Intent
  - ◆ Site Plan
  - ◆ Park Event Request Form (if applicable)
  - ◆ Route Map (if applicable)
- Special Event Application Fee
- MOU for City partnership

## Due a minimum of 60 days prior:

- Mandatory Meeting: Routing and Location Subcommittee meeting
- Apply for a Predevelopment Services (DC) Permit through MyBuildingPermit (if applicable)
- Application for Permit to Sell and Serve Alcoholic Beverages (if applicable)  
\*Only required for events taking place in a City of Bellevue park
- Traffic Control Plan (if applicable)
- List of invited dignitaries

## Due a minimum of 45 days prior:

- Public Safety/Risk Management Plan (if applicable)
- Apply for a stage permit through MyBuildingPermit (if applicable)
- Contact King County Public Health to ensure food safety requirements are met
- Final Parking Plan

## Due a minimum of 30 days prior:

- Mandatory Meeting: Park On-site Walkthrough
- Final Site Plan
- Final Route Map (if applicable)
- Final Shuttle Map (if applicable)
- Final Timeline
- Certificate of Insurance, Insurance Hold Harmless, Insurance Tracking Form
- Order portable restrooms
- Order trash/recycling services
- Vendor requirements must be met for inflatable rides and food trucks
- Apply for a Fire Department Operational Permit
- Schedule Fire Department On-site Fire and Life Safety Inspection
- Park Site Event Fees (if applicable)
- Special Event Permit Fee

## Due a minimum of 2-3 weeks prior:

- Final list of vendors
- Final list of invited dignitaries
- Day-of contact information
- Temporary Special Event License (if applicable)
- Public notice of the event to adjacent properties
- Finalized permit is issued, and must be signed in person at Bellevue City Hall

## Due after the event:

- Post-Event Evaluation Form
- Reconcile all payments with Police, Fire, Transportation

## Site Plan and Route Maps

An event site plan must include an accurate representation of the entire proposed venue. Site plans and route maps should include the location and dimensions of all physical equipment being brought in for the event, and routes taken by shuttle services or race/bike participants. A site plan should include all event elements such as event entrances, exits, vendor tents, stages, step and repeats, food trucks, portable restrooms, handwashing stations, garbage bins, barricades, fencing, first aid stations, inflatable rides, grandstands, seating, tables, decorations, etc.

A preliminary site plan and route map must be submitted with an application for initial review by the Committee. Once approved, events affecting the right of way must submit a Traffic Control Plan. (See “Right of Way Permits and Traffic Control Plans” for further details.) A final site plan is due 30 days prior to the event. The final permit, once issued, will only be valid for the venue areas and event elements described in your permit application and shown on your site plan, route map, and Traffic Control Plan.

When preparing your site plan and route map(s) you must consider the following:

- A 20-foot fire lane must be maintained on all streets closed for the event.
- Tents used for cooking must be separated from other structures by 20 feet.
- A 20-foot fire break is suggested between permitted temporary structures, and existing structures.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Food trucks and stages must be set on concrete, not grass.

## Parking Plan

City event venues have limited parking, so a parking plan must be approved by the Transportation Department for all special events. Your parking plan must include the following:

- Written confirmation for the owners of any private property being utilized for additional parking or staging locations. This may include visual maps.
- Shuttle instructions for any pickup/drop-off locations arranged outside the park. Events with shuttles must have accessible shuttles that meet the requirements of the Americans with Disabilities Act (ADA).
- Indication on a visual map of where nearby paid parking lots are located (Best Parking is a helpful resource, [bestparking.com/bellevue-parking/](https://www.bestparking.com/bellevue-parking/))
- Indication on a visual map of where NOT to park listed on event promotional materials, including mall parking lots, nearby parks, and surrounding neighborhoods
- Suggested commute methods listed on event promotional materials (Carpool, Public Transportation, use of RideShare ect.)

## Park Rules

The City of Bellevue Parks and Facilities Codes ([bellevue.municipal.codes/BCC/3.43](https://bellevue.municipal.codes/BCC/3.43)) and Park Use Guidelines ([BellevueWA.gov/sites/default/files/media/pdf\\_document/Park-Use-Guidelines.pdf](https://BellevueWA.gov/sites/default/files/media/pdf_document/Park-Use-Guidelines.pdf)) govern the use of Bellevue Parks and prohibit:

- Littering
- Soliciting
- Unpermitted motor vehicles
- Possession and consumption of alcoholic beverages
- Off-leash dogs
- Fireworks
- Drones, balloon releases, and sky lanterns (aerial luminaries)
- Dunk tanks, laser tag, outdoor movie screens, pony rides, trackless trains, and water inflatable rides
- Sound may not be amplified in any City of Bellevue Park beyond a distance of 30 feet without a valid permit from the City Manager.

## Sound Amplification Exception Request

Subject to location availability and additional conditions, the City Manager or his or her designee may issue a permit granting an exemption to BCC 3.43.260(a) for a special event if the use of the sound amplification equipment:

- i. Will not constitute a public nuisance;
- ii. Will not endanger the public health or safety;
- iii. Will not endanger public property; and
- iv. Will be used at an event which is open to the general public.

The details of your Sound Amplification Exception Request will be collected in your application. Changes to your sound amplification exception request must be received in writing no less than 60 days prior to the event date to be considered.

## Park Event Request Form

A completed Park Event Request Form ([BellevueWA.gov/sites/default/files/media/pdf\\_document/2024/special-events-park-event-request-form.pdf](https://BellevueWA.gov/sites/default/files/media/pdf_document/2024/special-events-park-event-request-form.pdf)) is required to be submitted with a Special Event Application of Intent for all events that intend to take place fully or partially in a City of Bellevue park. The Parks Scheduling Office reviews and approves Park Event Request Forms based on feasibility, and location availability. Park availability will be determined before the Special Events Committee reviews an Application of Intent. If the dates and locations listed on an application are not available, alternate dates or locations will be offered.



## Park Event Fees

A list of park event locations and the associated fees can be found below.

A list of park event locations and the associated fees can be found below. All fees are subject to change.

Non-profit organizations, public schools, and government agencies receive a 30% discount off the park use fee for their mission-based activities when proof of status is provided at the time of request. No other fees are eligible for discount. Park event fees are not eligible for non-profit discounts and are only applied to the date(s) of the event.

Weekday (Monday – Thursday) events are charged a half-day or full-day rate based on time spent in the park. Some exclusions may apply.

Events date(s) are charged the full-day rate for the entire park (Zones 1-4 at Crossroads Park and Zones 1-2 at Downtown Park). Set up and teardown will be billed each day for the section of the park being used and is dependent on the time spent in the park.

AM Half Day: 8 a.m.-2 p.m.  
 PM Half Day: 3 p.m.-Dusk  
 Full Day: 8 a.m.-Dusk (Anytime that includes 2-3 p.m.)

## City of Bellevue Park Use Fees

Zones	Half Day	Full Day
Crossroads Park Zones 1 & 2	\$395	\$515
Crossroads Park Zone 3	\$150	\$225
Crossroads Park Zones 1, 2 & 3	\$545	\$750
Crossroads Park Zones 1, 2, 3 & 4	\$750	\$950
Downtown Park Zone 1	\$450	\$700
Downtown Park Zones 1 & 2	\$750	\$950

## Park Event Fees

Number of People Anticipated to Attend Event	Park Event Fee
0 - 750	\$0
751 - 3,000	\$500
3,001 - 5,000	\$1,000
5,001 - 10,000	\$2,500
10,001 +	\$5,000

# Park Event Zone Maps

## Crossroads Park



## Downtown Bellevue Park





## Park Event Conditions

The Parks & Community Services Department has a list of conditions that must be followed by all special events and include regulations such as:

- Per the Park Use Guidelines, all event tents, equipment, and apparatuses shall be safely secured. There shall be no digging into park grounds to install stakes or drive spikes. There shall be no use of park landscaping (i.e. trees, shrubs) or infrastructure (i.e. signs, light poles) for rigging/anchoring. Event Sponsors and Vendors shall use non-invasive materials such as sandbags, removable weights, or water jugs to secure tents, equipment, and apparatuses.
- Vehicles shall only be driven on asphalt, concrete, or gravel surfaces. Driving vehicles or equipment on turf grass is strictly prohibited.
- The use of commercial vehicles and equipment within the park grounds shall be requested by the Event Sponsor and approved by City Staff prior to the event.
- The existing electrical service provided at a park or other city facilities/properties may be inadequate for certain special events. It is the responsibility of the Event Sponsor to verify and ensure that there is adequate electrical capacity to support the event. The cost to repair any electrical damage from overuse will be the sole responsibility of the Event Sponsor.
- Event Sponsors and Vendors shall be responsible for providing security for any items, equipment and/or apparatuses left overnight. The City will not be responsible for any stolen or vandalized property.
- Event Sponsor shall coordinate the removal of all material, equipment, and apparatuses associated with the event, including contracted items such as portable toilets, garbage cans, etc., within 24 hours of the next business day.

Please see Addendum 2 for the full list of Park Event Conditions.



## Turf Restoration Periods

To protect the quality of our award-winning park spaces, turf restoration periods have been established by the Parks & Community Services Department. When reviewing and approving Special Events the timing and location may be denied on the basis of required turf restoration. All events are expected to be no more than two days in duration with a maximum of 2 days of set up/strike and 2 days of tear down. Resource Management staff may recommend alternate durations of turf restoration based on the time of year, weather conditions, event conditions, or existing turf conditions.

### City of Bellevue Turf Restoration Periods

Event Parameters (Estimated Daily Attendance)	Restoration Period
400 – 1,000 Event Participants	3 – 5 days
1,001 – 5,000 Event Participants	5 – 10 days
5,001 – 50,000 Event Participants	2 weeks
50,001+ Event Participants	3 – 4 weeks

## Portable Restrooms

Portable restrooms and hand-washing stations are deemed necessary on a case-by-case basis by Resource Management. Resource Management staff will confirm the number of portable facilities and accessible portable facilities required for your event. Please be aware that all events must provide accessible facilities, larger events must provide at least one accessible portable restrooms at each grouping of restrooms. Event Sponsors must wait to order delivery of portable facilities until confirming quantity and placement with City staff. Please note that the location of portable restrooms and hand-washing stations must be listed on your site plan, and the delivery and pick-up times must be listed on your event timeline.

## Zero Waste Policies and Guide

Zero waste of resources is a goal of the City of Bellevue. The Zero Waste Public Event Guide ([BellevueWA.gov/sites/default/files/media/pdf\\_document/2022/Zero-Waste-Public-Event-Guide.pdf](https://BellevueWA.gov/sites/default/files/media/pdf_document/2022/Zero-Waste-Public-Event-Guide.pdf)) will provide Event Sponsors with information on how to arrange garbage, recycling, and composting services and avoid unnecessary waste at your event. Resource Management staff will confirm the number of trash receptacles required for an event. Event Sponsors must wait to order trash service until confirming the quantity and location of delivery with City staff. Bellevue, WA Waste & Recycling Services | Republic Services. ([republicservices.com/municipality/bellevue-wa](https://republicservices.com/municipality/bellevue-wa))



# Alcohol Permit

The sale, service, and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) recommendations. The City of Bellevue and WSLCB must approve of all alcohol sales and consumption at public events. Permits to sell and serve alcoholic beverages may only be granted for events which meet each of the following requirements:

1. Public event approved by the City of Bellevue Special Events Committee,
2. All alcohol sales and services done by a registered non-profit organization holding a Washington State Liquor and Cannabis Board (WSLCB) Special Occasion License
3. Occurring at an approved park subject to limitations on the number and frequency of events.

Please contact the Special Events Committee, [sec@bellevuewa.gov](mailto:sec@bellevuewa.gov), for a copy of the Pilot Policy and Procedure: Permits for the Sale and Service of Alcoholic Beverages in Parks during Special Events, and an Application for Permit to Sell and Serve Alcoholic Beverages.

The Event Sponsor is responsible for acquiring the following permits and submitting them to the Special Events Committee for review:

1. WSLCB Special Occasion License (only available to non-profit corporations)
2. Alcohol Server's Class 12 or Class 13 permits for all servers
3. Site map meeting WSLCB Special Occasion License requirements
4. A Certificate of Liquor Liability Insurance listing the City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 as a Certificate Holder and named as Additional Insured. Minimum Liquor Liability Insurance coverage is \$1,000,000 per occurrence.

# Service Providers

The Event Sponsor will be required to provide a complete list of service providers including, food trucks, equipment, security, or entertainment companies that have been contracted to participate in the event. The final list of vendors must be uploaded to your online Special Event Permit Application least 21 days prior to your event.



# Vendor Requirements

The Event Sponsor is required to verify their vendors possess the following:

**Business License:** Event Sponsors should ensure that vendors have a WA State UBI number. If they meet certain requirements, they must also register and obtain a Bellevue Business License.

**Health Department Permit:** Event Sponsors must ensure that all vendors who will be providing food to the public, regardless of if it is sold or given away, meet King County's Public Health requirements. A Temporary Event Blanket Permit ([cdn.kingcounty.gov/-/media/king-county/depts/dph/documents/certificates-permits-licenses/food-worker-business-permits/application-temporary-event-blanket-permit.pdf?rev=d5095c10b5aa48f89aa189dc6a2fa864&hash=1D49B69D5D08012F36777945EEF0554](https://cdn.kingcounty.gov/-/media/king-county/depts/dph/documents/certificates-permits-licenses/food-worker-business-permits/application-temporary-event-blanket-permit.pdf?rev=d5095c10b5aa48f89aa189dc6a2fa864&hash=1D49B69D5D08012F36777945EEF0554)) can be obtained by the event sponsor, which covers all food vendors and does not require vendors to get an individual Temporary Food Permit. More information about King County Health requirements can be found on King County's website. ([kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-business-permits/temporary-food-business-permit](https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-business-permits/temporary-food-business-permit)) Event Sponsors are encouraged to contact the King County Public Health Department to discuss their event..

**Certificate of Insurance:** We suggest that Event Sponsors confirm their contracted vendors have general business insurance. The insurance provided by the Event Sponsor covers all contracted vendors for the event, for this reason, the City of Bellevue does not collect individual insurance from each vendor.

## Inflatable Rides

To bring an inflatable ride (bounce house) into a City of Bellevue park for your Special Event, the hired vendor must meet all City of Bellevue requirements. The Parks Scheduling Office maintains a list of approved vendors that is available upon request. You may select from one of the pre-approved companies or hire another company if they meet the requirements. (See below)

When ordering your inflatable ride, the company must provide:

1. A current Certificate of Insurance listing the City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 as the Certificate Holder and named as Additional Insured. Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate. A minimum of \$1,000,000 Automobile Liability is required for company vehicle access beyond the parking lot.
2. A WA State UBI number. If they meet certain requirements, they must also register and obtain a Bellevue business license.
3. Certified Amusement Ride Operator Status per the Washington State Department of Labor & Industries
4. A generator to operate the inflatable ride (use of park outlets is prohibited).
5. One (1) employee to stay on-site in the park to operate the inflatable ride.
6. Inflatable rides must be operated according to manufacturer recommendations.

## Food Trucks

Event Sponsors that contract food trucks to be present for an event must ensure that the following documents are acquired and submitted to the Special Events Committee:

1. A Certificate of Insurance listing the City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 as Certificate Holder and named as Additional Insured. Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate. A minimum of \$1,000,000 Automobile Liability is required for company vehicle access beyond the parking lot.
2. A WA State UBI number. If they meet certain requirements, they must also register and obtain a Bellevue business license.
3. Health Department food business permit.
4. Current Washington State Association of Fire Marshals regional food truck inspection.
5. Current Fire Department operational permit from any fire agency in the state.
6. Where applicable provide proof of access to lavatories and washing facilities consistent with King County Health requirements – Use of Restroom Agreement. ([kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/~media/depts/health/environmental-health/documents/food-safety/use-of-restroom-agreement.ashx](http://kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/~media/depts/health/environmental-health/documents/food-safety/use-of-restroom-agreement.ashx))

## Certificate of Insurance and Hold Harmless

The Event Sponsor shall be required to provide a Certificate of Insurance listing, The City of Bellevue, its officials, employees, and volunteers, PO Box 90012, Bellevue, WA 98009-9012 as the Certificate Holder and named Additional Insured. A Hold Harmless Agreement is also required.

The minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

If applicable, a minimum of \$1,000,000 Automobile Liability is required for vehicle access if a company vehicle is driven onto city property other than the designated parking lot. Personal vehicles are not permitted and are not covered by an organization's insurance policy. Please see Addendum 1 for an example Certificate of Insurance.

The insurance provided by the event sponsor must cover all vendors contracted for the event.

## Event Marketing

The City of Bellevue does not help market special events. City logos (for all departments) are not authorized to be used for promotional materials if the City is not sponsoring the event. City partnership and sponsorship are given to special events on a limited basis. For your event to be classified as a City partnership a copy of your MOU, contract, or agreement must be provided to the Special Events Office no later than 90 days prior to your event date.

Signs promoting special events can be placed in parks, community centers, and roadway medians but must be taken down by the event sponsor once the event has concluded.

# Temporary Special Event License

A Temporary Special Event License is required to be obtained for all special events where 15 or more vendors are participating in the selling, bartering, exchanging, trading or displaying of goods or services at an event open to the public. This license replaces the need for individual vendors to be registered with the City; however, promoters must have a current Business Registration.

The Temporary Special Event License Application ([BellevueWA.gov/sites/default/files/media/pdf\\_document/2021/Temporary-Special-Event-License-Application.pdf](https://BellevueWA.gov/sites/default/files/media/pdf_document/2021/Temporary-Special-Event-License-Application.pdf)) should be completed and returned with payment to the Tax Division at least 3 days prior to the event.

For more information on the Temporary Special Event License please visit Regulatory Licenses | City of Bellevue ([BellevueWA.gov/city-government/departments/finance/doing-business-with-bellevue/business-licenses/regulatory-licenses](https://BellevueWA.gov/city-government/departments/finance/doing-business-with-bellevue/business-licenses/regulatory-licenses)), or reach out to the City of Bellevue Tax Division, [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov).

## Business Registration

Businesses involved in a Special Event must register for a City of Bellevue business license if they meet the following criteria. It is the responsibility of the Event Sponsor to follow these guidelines, as well as to share this information with any companies that are contracted for your event.

1. Companies are required to obtain a license if there is a physical location in the city. BCC 4.03.030(W) - "Office" or "place of business" means a fixed location or permanent facility where the regular business of the person is conducted, and which is either owned by the person or over which the person exercises legal dominion and control. If a person has no office or place of business, the person's home or apartment within the city will be deemed the place of business.
2. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than \$2,000 from engaging in business activities within the city per BCC 04.09.030 (L)(3).

General Business License applications are available at City Hall and can be downloaded from the Tax Division Forms ([BellevueWA.gov/city-government/departments/finance/business-taxes/city-tax-forms](https://BellevueWA.gov/city-government/departments/finance/business-taxes/city-tax-forms)) webpage or completed online at [FileLocal-WA.gov](https://FileLocal-WA.gov). The completed application and filing fee should be returned to the Tax Division prior to the business activity in Bellevue. For questions, contact [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov).

## Admission Tax

Per Bellevue Admission Tax Code Chapter 4.04 ([codepublishing.com/WA/Bellevue/html/bellevue04/Bellevue0404.html#4.04](https://codepublishing.com/WA/Bellevue/html/bellevue04/Bellevue0404.html#4.04)), tax is collected by the city for any business charging admission, similar to sales tax. Admission tax is computed on the ticket price for your Special Event and collected by the Bellevue Tax Office. The rate is 3 percent. Admission tax may not be required for events hosted by non-profit tax-exempt organizations. Non-profit tax-exempt organizations must be registered with the City of Bellevue Tax Division pursuant to BCC 4.03.025 ([bellevue.municipal.codes/BCC/4.03.025](https://bellevue.municipal.codes/BCC/4.03.025)) at least 30 days prior to the first event. For questions, contact [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov).



## Fire Department Inspection Fee

All special events shall be subject to an on-site fire and life safety inspection. The fee for a required fire and life safety inspection shall be the responsibility of the Event Sponsor and is a flat rate of \$222 per special event (Ref.: BCC 23.11.107) ([bellevue.municipal.codes/BCC/23.11.107](http://bellevue.municipal.codes/BCC/23.11.107)).

The Fire Marshal's designee shall inspect the special event and related aspects of the special event prior to opening to the public. The Fire Marshal or their designee shall issue correction notices if required and re-inspect to ensure compliance.

For questions and/or to coordinate the date and time of your on-site fire and life safety inspection, please contact the Fire Marshal's Office at 425-452-6872 or email [Fire\\_Prevention@bellevuewa.gov](mailto:Fire_Prevention@bellevuewa.gov).

## Fire Prevention Operational Permits

- Outdoor Assembly Permit (more than 1,000 attendees)
- Food Truck Permit
- Open Flames and Candles
- Pyrotechnics/Special Effects
- Temporary Membrane Structures and Tents
  - ◇ A Fire Department Temporary Permit is required for tents and membrane structures having an area in excess of 400 square feet, and/or canopies in excess of 700 square feet. A permit is required when the aggregate area of individual canopies exceeds 700 square feet when placed side-by-side without separation. Placing 700 square foot canopy arrangements at least 12 feet apart is allowed without a permit.

An operational permit is \$162 and can cover up to 5 permits.

### Exceptions to Operational Permit Fees:

- a. Government agencies
- b. Non-profit organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code

For detailed information about Fire Operational Permits, refer to the City of Bellevue Fire Department Special Events Conditions of Approval and Guidebook ([BellevueWA.gov/sites/default/files/media/pdf\\_document/2024/special-events-conditions-of-approval-and-guidebook.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/2024/special-events-conditions-of-approval-and-guidebook.pdf)). To apply for an operational permit, go to Fire Operational Permits ([BellevueWA.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits](http://BellevueWA.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits)) and select "All Other Operational Permits" within the drop-down cue.

## Fire Extinguishers

Event Sponsors are required to purchase ABC-rated (2-A:10-B:C ) fire extinguishers and supply them within 75 feet of walking distance of any tent or temporary structure. Each tent or canopy where cooking takes place shall be equipped with Class K cooking oil fire extinguishers. Employees shall be trained in its proper use.

## Trained Crowd Managers Required for Events in Excess of 1,000 Participants

Events with an anticipated daily attendance of more than 1,000 people, or as required by the Fire Marshal, must provide dedicated and trained crowd managers. (Ref.: 2021 IFC 403.11.3).

**NOTE:** The minimum number of dedicated and trained crowd managers shall be established at a ratio of one (1) dedicated and trained crowd manager for every 250 persons, unless otherwise changed by the Fire Department. There are many online crowd management training courses. Please inform Bellevue Fire Prevention which one you would like to utilize for approval.

## Public Safety Planning for Events in Excess of 5,000 People

For large-scale events with an anticipated daily attendance in excess of 5,000 people, a dedicated public safety/risk management plan shall be required. The public safety/risk management plan shall be the responsibility of the Event Sponsor/Permit Holder. It shall be submitted to the Special Events Committee and the City of Bellevue Fire Department 30 days prior to the event.

## Fire Department Standby Personnel Fee

The fee for required on-site Fire Department Standby Personnel shall be the responsibility of the Event Sponsor (Ref.: BCC 23.11.107). The City of Bellevue Fire Department holds the right to waive or increase/decrease on-site fire and emergency medical personnel. Required Fire Department staffing will be evaluated based on a comprehensive risk management assessment, type of event, activities at the event, anticipated daily attendance, and other public safety conditions, and may include up to one hour on each side of the event. For questions, please contact the Battalion Chief of the Division of Health and Safety at 425-452-6892 or [BFDSpecialEvents@bellevuewa.gov](mailto:BFDSpecialEvents@bellevuewa.gov).



## City of Bellevue Fire Operations Fees

Unit Staffed	# of FF's	4 Hours	Each Additional 2 Hours
Aid Car/Gator	2	\$1,011	\$406
Medic Unit	2	\$1,011	\$406
Engine	3	\$1,422	\$611
Battalion Chief	2	\$1,046	\$311
MSO (Paramedic Supervisor)	1	\$547	\$224
Ladder	4	\$2,027	\$814

A cost estimate for Fire Department personnel will be provided to the Event Sponsor within 60 days of the event. The final invoice will be provided to the Event Sponsor within 21 days of the event.

## Electrical Power and Required Permits

Many events require electrical power to function tools, equipment, and temporary setups. In cases where power to the event is provided by extending an existing circuit an electrical permit **is required**. When power is supplied by an on-site generator, an electrical permit may also be required based on how the generator is being used (see guidance below).

When required an electrical permit may be obtained through [MyBuildingPermit.com](http://MyBuildingPermit.com). For questions regarding electrical permitting requirements please reach out to the City's electrical plan review team, [MEPreview@bellevuewa.gov](mailto:MEPreview@bellevuewa.gov).





# When Do You Need an Electrical Permit for a Portable Generator?

Portable and trailer-mounted generators can be a great power solution for tools, equipment, and temporary setups. However, when it comes to electrical permits, it's important to know when one is required.

- You **do not need** an electrical permit if your portable or trailer-mounted generator is used only for:
  - ◇ Plugging in cord-and-plug equipment (e.g., power tools, sound systems, lights) using the generator's built-in outlets.
- You **do need** an electrical permit if you are:
  - ◇ Supplying power from a generator to any equipment without a standard cord-and-plug connection.
  - ◇ Powering rides, buildings, portable buildings, or any type of structure.
  - ◇ Using a generator for power distribution (e.g., spider boxes, panel connections, or temporary wiring setups).

Note: portable generators must comply with the National Electrical Code (NEC) 250.34.

## Inspection

The Fire Marshal or other City representative may inspect power distribution safety at your event to ensure the safe use of electrical and power supply within the venue and may require onsite modifications.

## Portable Generators

Portable generators shall not be located inside or within 20 feet of a tent or membrane structure and shall be isolated from contact with the public by fencing, enclosure, or other approved means. Refueling shall not occur within 20 feet of tents or membrane structures. Additionally, refueling shall not be allowed while the generator is actively running. Fuel storage shall not be located closer than 50 feet from tents or membrane structures. Generators should always be operated in accordance with manufacturer guidelines. Refer to the mobile food vending ([BellevueWA.gov/sites/default/files/media/pdf\\_document/F-68\\_Mobile\\_Food\\_Vending.pdf](https://www.bellevuewa.gov/sites/default/files/media/pdf_document/F-68_Mobile_Food_Vending.pdf)) public information handout for direction with generators used in conjunction with mobile food vending.





# Bellevue Police Department Staffing

Depending on the scale and scope of event activities, the Special Events Committee may require Uniformed Police Officers to be present at an event. This requirement depends on many factors including event location, event size, potential impacts on the public, alcohol service, street closures, and more. The final count of assigned officers is determined by the Police Department and can change as more information becomes known about the event. All fees for Police staffing are charged to the Event Sponsor. Please refer to the following matrix to better understand staffing requirements. The average hourly rate for 2025 is \$128 per officer assigned.

## City of Bellevue Police Department Event Staffing Matrix

Event Characteristics	Minimum Number of Assigned Police Officers
0 – 1,500 Attendees	0 – 4 Officers
1,500 – 5,000 Attendees	4 – 6 Officers
5,000+ Attendees	6 Officers + 1 Officer for every 2,000 attendees over 5,000 at the event
Alcohol Service	Minimum of 2 with additional officers based on attendance levels
Parade (moving and temporary closure of a road)	Significant (estimate of 12-15 or more) and depends on several factors including route and length

Final Police staffing numbers are determined by the Police Chief or designee based on event characteristics. Event Sponsor will be billed after the event.



# Bellevue Police Department Conditions

Conditions are assigned to a Special Event by the Police Department and may include rules and regulations such as:

- Volunteers are not permitted to direct traffic. The Police Department will provide traffic control at signalized intersections and other locations, which will be mutually agreed upon with the event sponsor, that will be impacted by the event. Event Sponsor must provide a Traffic Control Plan prior to the event, and pay for the cost for all traffic control devices needed and required for the event.
- The applicant must provide the Police Department with a copy of a security plan detailing the internal security for the event and the name and phone number of the security provider. Information shall be submitted to the police representative for review and coordination of security and police needs. Emergency contacts shall be provided on a 24-hour basis.
- The applicant will be required to pay overtime costs for all officers assigned to the event. Questions regarding police overtime costs should be directed to Captain Spingler at 425-452-4330.

# Transportation Review and Conditions

Use of the city right of way for activities such as street runs, non-motorized races, parades and processions, assemblies, block parties (non-residential streets), street dances, parking, loading zones, roadway, land or sidewalk closures is reviewed by the Right of Way (ROW) Division of the Transportation Department. During the review process for a proposed special event, ROW may request information from the applicant for their requested use of the city right of way. Conditions will be applied and must be met by the event sponsor prior to issuance of the special event permit. Depending on what is determined during the SEC review process, you may be required to obtain a Street Use (TE) permit, Predevelopment Services (DC) permit, or need further review by a ROW Reviewer or ROW Inspector.



# Right of Way Use and Development Services Permits

Predevelopment services (DC) permits are required for new or large reoccurring street runs, non-motorized races, parades and processions, assemblies, block parties (non-residential streets), street dances, roadway, land, or sidewalk closures. A DC permit allows for Right of Way Use to review the special event in detail and provide conditions applicable to the event. Apply for this permit online through MyBuildingPermit ([mybuildingpermit.com/](http://mybuildingpermit.com/)).

Some events may need a right-of-way inspector(s) to ensure proper traffic control and compliance with permit conditions. Fees associated with right of way review, and other permit-related costs can be found in the following documents; Right of Way Use (TE) Permit Fees ([BellevueWA.gov/sites/default/files/media/pdf\\_document/permitfees\\_row.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/permitfees_row.pdf)), and Predevelopment (DC) Permit Fees ([BellevueWA.gov/sites/default/files/media/pdf\\_document/permitfees\\_misc-predevsvcs.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/permitfees_misc-predevsvcs.pdf)). For more information on Right of Way Permits and Traffic Control Plans ([BellevueWA.gov/sites/default/files/media/pdf\\_document/TRAFFIC\\_CONTROL\\_PLAN\\_GUIDELINES\\_05Sep18.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/TRAFFIC_CONTROL_PLAN_GUIDELINES_05Sep18.pdf)) contact the City's Right of Way division, 425-452-4189 or [rightofwayuse@bellevuewa.gov](mailto:rightofwayuse@bellevuewa.gov).

## Traffic Control Plans

If your event requires street use or closures, including but not limited to travel impacts to vehicles, pedestrians, and bicyclists, a Traffic Control Plan must be submitted a minimum of 60 days prior to the event date to allow for review and coordination. Details of the street use or closure request must be included on your application's site plan/map. Multiple pages for detailed traffic control requests may be required to capture the full scope of a street use or closure.



Applicants for special events must develop a Traffic Control Plan that addresses potential requirements such as street closures, directional signage, barricades, and traffic cones. Once created the Traffic Control Plan must be sent to the Transportation Department for review and approval. All traffic control items, along with any necessary third-party services for their implementation, are the responsibility of the Event Sponsor and are not covered by the Special Event Permit fee or City services. Please refer to the Traffic Control Plan Guidelines ([BellevueWA.gov/sites/default/files/media/pdf\\_document/TRAFFIC\\_CONTROL\\_PLAN\\_GUIDELINES\\_05Sep18.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/TRAFFIC_CONTROL_PLAN_GUIDELINES_05Sep18.pdf)) and Traffic Control Supervisor (TCS) Responsibilities documents ([BellevueWA.gov/sites/default/files/media/pdf\\_document/Traffic\\_Control\\_Supervisor\\_Roles\\_and\\_Responsibilities.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/Traffic_Control_Supervisor_Roles_and_Responsibilities.pdf)) for further information on specific requirements. Full road closures require Portable Changeable Message Signs (PCMS) to be placed a minimum of 14 days in advance for public notice.

In general, applicants must also ensure that notifications are provided to adjacent properties and businesses impacted by the event, no less than 14 days prior to the event date. This notification should include details about the event, potential traffic impacts, and any relevant changes to access or services.



# Addendum 1:

## COI example

		ONEGR-1      OP ID: KD					
<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>11/05/2024</b>					
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p>							
<p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
<p>PRODUCER</p>	<p>CONTACT NAME: _____          PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____          E-MAIL ADDRESS: _____</p> <p style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b>      NAIC #</p> <p>INSURER A : <b>Mesa Underwriters Specialty</b></p> <p>INSURER B : _____</p> <p>INSURER C : _____</p> <p>INSURER D : _____</p> <p>INSURER E : _____</p> <p>INSURER F : _____</p>						
<p>INSURED</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p><b>Name of Business / Organization Covered by Insurance</b>  <b>Address</b>  <b>City, State, Zip</b></p> </div>							
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b> _____					
		<b>REVISION NUMBER:</b> _____					
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> FROM JEC1 <input type="checkbox"/> LOC OTHER: _____		X	<p><b>Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.</b></p>	10/21/2015	10/21/2016	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>Excluded</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			<p><b>Minimum of \$1,000,000 Automobile Liability for vehicle access if company vehicle is driven onto city property other than designated parking lot. Personal vehicles are prohibited.</b></p>	10/21/2015	10/21/2016	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ _____				10/21/2015	10/21/2016	EACH OCCURRENCE \$ <b>2,000,000</b> AGGREGATE \$ <b>2,000,000</b>
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	<b>WA STOP GAP</b>	10/21/2015	10/21/2016	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p><b>The City of Bellevue, its officials, employees, and volunteers are listed as Additional Insureds.</b></p> </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p><b>Note – if you leave off location and event date from the description area the certificate will remain on file through the expiration date and cover all of your activities scheduled in Bellevue Parks.</b></p> </div>							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p><b>City of Bellevue</b>  <b>PO Box 90012</b>  <b>Bellevue, WA 98009-9012</b></p> </div>				<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE  </p>			
<p>© 1988-2014 ACORD CORPORATION. All rights reserved.</p>							
ACORD 25 (2014/01)		The ACORD name and logo are registered marks of ACORD					



# Addendum 2:

## Parks & Community Services Event Conditions

As a condition of use of a Bellevue park & facility site, the following Special Event conditions shall be read, understood, and acknowledged (by signing below) prior to the issuance of your permit.

- Event Sponsors, Vendors, and Attendees shall comply with the Parks & Recreation Facilities Code (BCC 3.43) ([bellevue.municipal.codes/BCC/3.43](http://bellevue.municipal.codes/BCC/3.43)) and Park Use Guidelines ([BellevueWA.gov/sites/default/files/media/pdf\\_document/Park-Use-Guidelines.pdf](http://BellevueWA.gov/sites/default/files/media/pdf_document/Park-Use-Guidelines.pdf)) which prohibit the following:
  - ◇ Possession or use of alcoholic beverages unless a permit has been issued
  - ◇ Possession or use of fireworks
  - ◇ Amplification of sound beyond 30' of its origin unless an exception has been approved
  - ◇ Dogs/pets off leash
  - ◇ Feeding of wildlife or domestic farm animals
  - ◇ Destruction or removal of park property and vegetation
  - ◇ Operation of motorized drones, models, rockets and release of balloons, sky lanterns, and other aerial luminaries
  - ◇ Dunk tanks, laser tag, outdoor movie screens, pony rides, trackless trains, and water inflatable rides
- Unless otherwise approved, park grounds, facilities, and amenities shall remain open to the public throughout the duration of the event.
- Per the Park Use Guidelines, there shall be no obstructions to pathways/trails including tents, rigging, equipment, and vehicles. All pathways/trails shall remain open and safely accessible to the public.
- Per the Park Use Guidelines, all event tents, equipment, and apparatuses shall be safely secured. There shall be no digging into park grounds to install stakes or drive spikes. There shall be no use of park landscaping (i.e. trees, shrubs) or infrastructure (i.e. signs, light poles) for rigging/anchoring. Event Sponsors and Vendors shall use non-invasive materials such as sandbags, removable weights, or water jugs to secure tents, equipment, and apparatuses.
- Vehicles shall only be driven on asphalt, concrete, or gravel surfaces. Driving vehicles or equipment on turf grass is strictly prohibited.
- The use of commercial vehicles and equipment within the park grounds shall be requested by the Event Sponsor and approved by City Staff prior to the event.
- To protect the safety of the public and ensure that vehicles stay on hard surfaces, Event Sponsors and Vendors shall use flaggers to guide vehicles and equipment within the park grounds.
- Vehicles shall have lights on, emergency/hazards lights on, and not exceed 5 mph while driving on park grounds.

- An underlayment (i.e. cardboard, tarps) shall be placed under all vehicles parked on concrete surfaces to protect from fluid leaks.
- The use of private vehicles within the park grounds is prohibited.
- Any requested area for reserved parking and/or staging shall be requested by the Event Sponsor and approved by City Staff prior to the event.

**Approved Locations for Vehicle Access:**

- Downtown Park Plaza – Vehicles shall access the plaza from the SW parking lot off NE 1st Street.
- Crossroads Park Plaza – Vehicles shall access the plaza from the Southwest parking lot off NE 8th Street.

**Approved Locations for Food Trucks:**

- Downtown Park Plaza
- On the basketball court at Crossroads Park, or at the circle in the East parking lot.
- The existing electrical service provided at a park or other city facilities/properties may be inadequate for certain special events. It is the responsibility of the Event Sponsor to verify and ensure that there is adequate electrical capacity to support the event. The cost to repair any electrical damage from overuse will be the sole responsibility of the Event Sponsor.
- Event Sponsor shall obtain pre-approval for the use of generators during the permit application process. Generators shall be placed and fueled on hard surfaces. Similar to vehicles, a protective underlayment and/or drip pan shall be placed under generators to protect from fluid leaks and spills. Wires/cables from generators shall be adequately covered to eliminate potential trip hazards and not impede pedestrian traffic.
- Access to water and electricity shall only be provided by City Staff. Access shall be requested and coordinated by the Event Sponsor at least two weeks prior to the event.
- Unless otherwise approved by City Staff, only propane cooking equipment shall be used.
- All cooking and food service equipment and food serving stations shall have underlayment (i.e. tarps, mats, cardboard) to protect park grounds and hard surfaces.
- Litter pick-up and disposal shall be the responsibility of the Event Sponsor. The Event Sponsor shall make reasonable effort to keep park grounds and facilities clean of debris and litter during the event.
- Garbage/recycling services shall be arranged by the Event Sponsor through Republic Services (More information can be found in the Zero Waste Public Event Guide ([BellevueWA.gov/sites/default/files/media/pdf\\_document/2022/Zero-Waste-Public-Event-Guide.pdf](https://www.bellevuewa.gov/sites/default/files/media/pdf_document/2022/Zero-Waste-Public-Event-Guide.pdf))).
- Event Sponsors are required to provide garbage/recycling services, handwashing stations, and portable toilets at no cost to the City.
- Dumpsters may be required for an event. Dumping into existing park dumpsters is not permitted.
- It is highly recommended that Sponsors familiarize themselves with and document existing site conditions. Any damage done to park grounds and/or infrastructure during the event shall be restored/repaired to its original condition at no cost to the City.

- Inclement weather may increase the probability of turf damage, and park maintenance costs after an event. Event Sponsors are liable for all damages incurred during an event and the cost to repair damage.
- Event sponsor is required to coordinate with City Staff on development and revisions to the site plan (i.e. vehicle access for loading and unloading equipment, placement of stages, portable toilets, sanitation, dumpsters, etc.) and event timelines from first arrival to final departure.
- Event Sponsors and Vendors shall be responsible for providing security for any items, equipment and/or apparatuses left overnight. The City will not be responsible for any stolen or vandalized property.
- Event Sponsor shall coordinate the removal of all material, equipment, and apparatuses associated with the event, including contracted items such as portable toilets, garbage cans, etc., within 24 hours of the next business day.
- The Event Sponsor shall provide City Staff with a contact person who will be available to address and mitigate any issues/concerns on the day of the event.
- Event Sponsor shall notify Rick Bailey (Parks Program Manager) at [ribailey@bellevuewa.gov](mailto:ribailey@bellevuewa.gov) or at 425-452-6031 of any last-minute event changes that would require additional accommodations or set-up by City Staff.

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

(By signing above, you acknowledge that you have read and understand all the conditions above)







Photo: Shelly Gibson



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-7938 (voice) or email [sec@bellevuewa.gov](mailto:sec@bellevuewa.gov). For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov).

