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CITY OF BELLEVUE
Parks & Recreation Department

APPLICATION FOR USE OF HIGHLAND CENTER

PRINT OR TYPE PLEASE PRESS HARD

DATE _____ PHONE (w) _____ (h) _____

APPLICANT OR ORGANIZATION _____ NAME OF PERSON IN CHARGE _____

ADDRESS _____ CITY _____ ZIP _____

RESERVATIONS FOR: Date(s) _____ Day(s) of the week _____

Time _____ to _____ Total number of hours requested _____

(Include free set-up & clean-up time in time requested.)

Accommodations Requested:

Weekend Rental Package (multi-purpose room, kitchen and fireside room)

Other _____

Type of activity scheduled _____ Number of people expected _____

Do you plan to have Stereo Live Music No Music? Number of Band Members _____

Will liquor be served? Yes No Admission Charged? Yes No Type of Supervision _____

LIQUOR: Liquor is permitted. However, applicants who plan to sell tickets/products, charge admission or sell alcoholic beverages are required to obtain a Banquet Permit at a local liquor store. The Center needs a photocopy of the Banquet Permit at least two weeks prior to the event, and the original must be displayed during the event.

FLAMMABLE MATERIALS: The storage and/or use of flammable materials (i.e., propane, sterno, candles and open flames) are regulated by the Bellevue Fire Department. **A permit is required.** Please contact the Fire Prevention Department at 455-6872.

PAYMENT: Payment must be received **no later than** two weeks after your application has been approved **or** two weeks prior to your rental date—**whichever comes first**. If payment is not received within the time limit, your reservation will be subject to cancellation.

SMOKING: There is no smoking in the Highland Center.

Please Make Your Checks Payable to: City of Bellevue

**Mail to: Highland Center
P.O. Box 90012
Bellevue, WA 98009-9012**

For Information: Call 455-7686, Monday—Thursday 1:00 p.m.-9:00 p.m.; Friday 9:00 a.m.-6:00 p.m.

AGREEMENTS: The applicant agrees that, during the use of this Parks and Recreation facility, _____
(Name of Organization)
will not exclude anyone in participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or handicap.

The undersigned hereby makes application to City of Bellevue Parks Department for use of the Highland Center and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant has received and will observe the Parks Department's "Procedures & Regulations." The applicant agrees to exercise the utmost care in the use of the facility and to save the City of Bellevue harmless from all liability resulting from the use of said facility. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant's use of the facility.

APPLICANT _____ Signature _____ TODAY'S DATE _____

PARKS DEPARTMENT USE ONLY

APPROVED _____ NOT APPROVED _____

DATE(S) _____

HOURS: FROM _____ TO _____

SIGNATURE _____ DATE _____

COMMENTS _____

Weekend Rental Package _____ hrs. x \$_____ an hr.		
Other:		
Damage Deposit (cashier's check)	\$200	00