

City of Mukilteo Mukilteo Light Station Rental Information Packet





MUKILTEO LIGHT STATION & GROUNDS RENTAL

**APPLICATIONS ACCEPTED
ONE YEAR IN ADVANCE**

Dear Mukilteo Light Station Renter:

Thank you for your interest in renting the Light Station and Grounds at Lighthouse Park in Mukilteo. The Light Station makes a beautiful location for a wedding with up to 25 guests inside and 200 on the grounds and has lovely views for events. The nearby covered Picnic Shelters provide another option for outdoor weddings, events and receptions.

Attached is a Light Station Rental Packet. The packet includes a checklist for renting the Light Station and grounds, rental guidelines and information, applicable rules and regulations, and a Light Station Application.

To reserve the Light Station and Grounds, please complete, sign, and date the Light Station Application, attach your payment in full, and return it to: City of Mukilteo, Recreation Office, 304 Lincoln Avenue, Mukilteo, WA 98275. Acceptable forms of payment are cash, check or money order (made out to City of Mukilteo), Visa, MasterCard, or American Express. Insurance is required for all weddings.

We hope you have an enjoyable time in this beautiful park. If you have any questions, contact the Recreation Office at recreation@ci.mukilteo.wa.us or 425.263.8180.

Sincerely,

Rosehill Community Center Staff
304 Lincoln Avenue
Mukilteo, WA 98275



Light Station and Grounds

Weddings, Commissions & Memorials

Rental and Use Policies

304 Lincoln Avenue, Mukilteo, WA 98275

Phone: 425.263.8180

recreation@ci.mukilteo.wa.us

Mukilteo Light Station – History and Current Use

The Mukilteo Light Station, built in 1906, is listed on the National Register of Historic Places. One of the few wooden lighthouses in the Pacific Northwest, the Mukilteo Light Station includes an operational lighthouse with a fixed non-rotating Fresnel lens and a modern fog signal which help boaters navigate during foul weather. The public gained access to the Light Station and grounds in 1991 when the City of Mukilteo leased it from the Coast Guard. The Mukilteo Light Station is cared for jointly by the Mukilteo Historical Society and the City of Mukilteo although the navigational equipment is still maintained by the United States Coast Guard.

The Light Station includes the Lighthouse, the Keeper's House, the Gift Shop and the surrounding grounds. The Mukilteo Historical Society offers tours of the Lighthouse and makes it available for weddings and special events with volunteers staffing the event. From the grounds along the waterfront you can see north up Possession Sound to Camano Island, west to Whidbey Island, and south to the Kitsap Peninsula. A beautiful event setting for people who love lighthouses!

Weddings and Special Events

The Light Station and grounds may be used for the following special events:

- Weddings and commitment ceremonies (see reception information under [Facility & Grounds Information](#) below)
- Memorial Services
- Military Commissions

Availability

- The Light Station and grounds may be available for rental year-round from 10am to 7:30pm. However, when the Light Station buildings are open to the public on Saturday, Sunday, the first Wednesday of May through August 4:00pm to 7:00pm, and holidays from April 1 to September 30, rentals are limited to the hours of 10am-Noon and 5:30-7:30pm.
- Reservations may be made up to a year in advance but no later than thirty (30) days in advance. The Mukilteo Historical Society may waive this requirement for extraordinary circumstances.
- See the following for more information or to make a reservation:
 - [Facility & Grounds Information](#)
 - [Reservations & Rental Policies](#)
 - [Rental Fees](#)
 - [FAQs](#)
 - [Application and Facility Use Agreement](#)
 - [Insurance](#)

Facility & Grounds Information

- The main floor of the Lighthouse will accommodate up to 25 people. Three benches and 25 brown, metal chairs are available for your use.
- The main floor of the Lighthouse is ADA accessible.
- The lawns in front of the Keeper's House or next to the Lighthouse can be used for events with up to 200 people. 25 chairs are available for your use.
- Equipment may be brought in for the event. For example, chairs, tables, carpet runner, canopies, arches, sound systems, etc. **Staking of equipment into the grass is not permitted.** Use of sandbags or heavy blocks for tie-down may be used in lieu of staking.
- Restroom facilities are available on the Light Station grounds.
- Whether you are holding your event inside or outside the Lighthouse, Mukilteo Historical Society volunteers will lead tours of the Lighthouse and the Tower for you and your guests. No tower access for memorials.
- **Parking Fees are in effect starting June 1, 2015.** See Parking Fees on next page.
- While no receptions may be held at the Light Station or on the grounds, reception facilities are available at two locations:
 - Rosehill Community Center about ¼ mile uphill from the Light Station (alcohol is allowed)
 - Covered Picnic Shelters in Mukilteo Lighthouse Park (no alcohol allowed)
- Although rice and bird seed are not permitted, soap bubbles or flowers are acceptable alternatives.

Reservations and Rental Policies

- All reservations and event coordination is through:
 - City of Mukilteo Recreation Office
 - 304 Lincoln Avenue, Mukilteo, WA 98275
 - Phone: 425.263.8180
 - recreation@ci.mukilteo.wa.us
- Reservations are only confirmed after the Rental Fee, Security Deposit, and the completed Application and Facility Use form have been received and processed by the Mukilteo Recreation Office.
- All cancellations or date changes must be made in writing (email acceptable).
- Insurance is required for all weddings held in the Light Station or on the grounds. Insurance is also required for memorials, commissions, or other events with 50 or more people. Proof of insurance must be delivered to the City of Mukilteo Recreation Office no later than 30 days before the event. Your personal insurance agent may be able to provide you insurance. Insurance may also be obtained through the Washington Cities Insurance Program. The cost of this insurance will vary based on the details of your event. See the Insurance information below for more information.
- No food or beverages are allowed in or on the Light Station buildings or grounds. Receptions may not be held at the Light Station or grounds. See Facilities & Grounds Information above for alternatives.
- No smoking is allowed on the Light Station grounds.
- If the renter wishes to bring in equipment, the renter must provide a full list of equipment on the Application and Facility Use Agreement. The equipment list must be complete no later than 30 days before the event. The Mukilteo Historical Society and the City of Mukilteo reserve the right to disapprove equipment requests, in whole or in part.
- No fireworks or sparklers are allowed.

- Lit candles and torches are not permitted in the Light Station buildings or on the grounds.
- Birdseed, rice, and confetti are not allowed in the Light Station buildings or on the grounds.
- Mukilteo Historical Society volunteers will be present during all events.
- At any one time, the maximum number in the Lighthouse is 25 and the maximum in the Tower is 5. This limit will be controlled by the Mukilteo Historical Society volunteer..
- Rental fee: \$300 for two hours or less for weddings and commitment ceremonies. There is no rental fee for commissions, memorials, or weddings of an active duty member of the United States military. All renters will be charged \$150 per hour for any hours more than one hour for memorials, two hours for commissionings and weddings.
- Small restroom for changing in the Interpretive Center.
- Fees will be refunded (less \$10 booking fee) for cancellations or date changes made in writing (email is okay) at least 14 days prior to the event. Refunds will not be made for cancellations or date changes made less than 14 days before the event.

Rental Fees for Weddings, Commissions, and Memorials

- Both the deposit and rental fee are due at the time of booking.
- Security deposit: \$200 per event for all events, including those without rental fees. This deposit will be refunded if all of the following criteria are met:
 - ✓ The area is cleaned up
 - ✓ No repairs are required after the event
 - ✓ All rental policies have been followed (e.g. no food or drinks, no staked tents, no smoking, etc.)

Rental Fees:

- \$300 for two hours or less for weddings. There is no rental fee for commissions, memorials, or weddings of an active duty member of the United States military, proof of active military status is required. All renters will be charged \$150 per hour for any hours more than one hour for memorials, two hours for commissions and weddings.
- No rental fee for memorials. Renters will have access to the ground floor of the Lighthouse ONLY; no access to the tower. **Memorials are booked for one hour only.**
- Fees will be refunded (less \$10 booking fee) for cancellations or date changes made in writing (email is acceptable) at least 14 days prior to the rental. Refunds will not be made for cancellations or date changes made less than 14 days before the event.
- Forms of payment: check, cash, Visa, MasterCard or American Express. Checks should be made payable to the City of Mukilteo.

Parking Fees:

- **Peak Season:** May 1 – September 30 \$2.00/Hour (4:00am-10:00pm)
- **Off-Season:** October 1 – April 30 \$1.00/Hour (6:00am-10:00pm)
- **Annual Resident Parking Pass** Free (pass available at City Hall or Rosehill Community Center)

Frequently Asked Questions

- Q: How hard it is to climb up the Tower?
 A: The climb up the Tower is on a circular staircase of 36 steps which gets quite narrow at the top. There is a handrail.

Q: Where can I get more information on the Mukilteo Historical Society?

A: From their website at: www.mukilteohistorical.org.

Q: Where can I get more information on lighthouses?

A: www.lighthousefriends.com.

Q: Can I carry items into the Tower?

A: Backpacks, large bags, and packages are not permitted in the tower. Cameras and binoculars are acceptable.

Q: Can my guests go anywhere on the Light Station grounds during the rental?

A: Yes they are welcome to wander the grounds and into the Interpretive Center which houses small historical exhibits and a video on the Lighthouse and keepers.

Insurance

WASHINGTON CITIES INSURANCE AUTHORITY (WCIA) - TENANT RENTER LIABILITY INSURANCE PROGRAM

Instructions for obtaining a quote and/or insurance are as follows:

Access the site at <http://www.wciapool.org>

On the far right click on One-Day Insurance TULIP

Look at Item #1 and click where it says www.onebeaconentertainment.com

On far right click on Tulip-Event Insurance/Purchase or Quote

This will take you to a screen where you will need to enter a facility code and answer questions.

The facility codes are as follows:

- Rosehill Community Center + Historic Light Station: same day, same event ID Code 0465-394
- Historic Light Station Grounds/Building: ID Code 0465-264

The Renter answers questions about the event.

The Renter then clicks on "Quick Quote" for the cost of the insurance.

If the Renter elects to purchase the insurance they fill in Renter (the insured) contact information.

The transaction is completed with credit card on-line. Visa and MasterCard are accepted for payment.

In a matter of minutes (after credit card approval) an insurance certificate will be emailed to the Renter (contact information email address) and to the Rosehill Community Center (WCIA member) email address.

Access to this program is only available on-line and payment must be by VISA or MasterCard.

PICNIC SHELTER USE RULES

1. City of Mukilteo Recreation and Cultural Services Division will cancel this reservation if it should conflict with a City program, if the facility becomes unavailable due to required maintenance of the shelter or if it is unusable. A full refund will be issued in these instances.
2. This reservation form authorizes the designated group use of the facility indicated. It is highly recommended that the person in charge have this form in their possession during the event.
3. Concessions and/or selling of merchandise is prohibited.
4. Do not tamper with sprinklers or restroom fixtures.
5. Do not place stakes or other objects into the ground as it may damage the irrigation system. You may use sandbags/weights to anchor objects.
6. Trees, shrubs, ferns, plants, flowers or other natural habitat are not to be removed from any park.
7. There shall be no overnight camping, littering, disturbing of wildlife, removal or destruction of property.
8. Fires allowed in City designated fire pits along beach only. You can be given a ticket for having a fire outside the City designated fire rings.
9. No **additional** barbecues are allowed inside the picnic shelter. Do not dispose of hot coals in the park trash receptacles.
10. No person shall post or attach any sign, poster, notice or any other device of any kind for advertising in the park.
11. It is unlawful to use profane or abusive language or to conduct oneself in a disorderly manner in any City park or shelter.
12. No amplified sound or music without first having received approval from the City.
13. No alcoholic beverages are allowed in the park.
14. Do not climb on fences, tables, trees, monuments.
15. All dogs are required to be on a leash or restrained. Owner is required to clean up after animal.
16. Fireworks are prohibited.
17. The use of "Silly String" is prohibited in the park.
18. Remove table covers, tape and any grease, or food. Do not use nails or staples on tables. The tables are made from recycled plastic—DO NOT COOK ON TABLES.
19. Pick up all litter, place all garbage in trash receptacles, place extra garbage in bags next to receptacles, and clean tables and benches.
20. No food trucks are allowed in Lighthouse Park.

**City of Mukilteo, Washington
CITY PARK RULES**

Approved by Resolution 2008-25 Revised by Resolution 2009-10

Reg No.	Regulation	Lighthouse Park*	92nd Street	All Other Parks
1	Hours of Operation	May 1-Sept. 30: 4:00am-10:00pm October 1-April 30: 6:00am-10:00pm	6:30 AM to 10 PM	6:30 AM to 10 PM
2	Alcoholic Beverages	Prohibited	Prohibited	Prohibited
3	Amplified Music/Sound	Prohibited except for Approved Special Event Permit	Prohibited except for Approved Special Event Permit	Prohibited except for Approved Special Event Permit
4	Animals	Household pets only allowed except for City events. Pets must be leashed or restrained and licensed as required by law. Owner is required to clean up after animal(s).	Household pets only allowed except for City events. Pets must be leashed or restrained and licensed as required by law. Owner is required to clean up after animal(s).	Household pets only allowed except for City events. Pets must be leashed or restrained and licensed as required by law. Owner is required to clean up after animal(s).
5	Bicycles, Skates, Skateboards	Prohibited except in designated areas.	Prohibited except in designated areas.	Prohibited except in designated areas.
6	Commercial Activities	Only by Special Event Permit.	Only by Special Event Permit.	Only by Special Event Permit.
7	Illegal Drugs	Prohibited	Prohibited	Prohibited
8	Fireworks	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited	Prohibited
9	Group Reservations	Picnic Shelter Reservation Permit or Special Event Permit	Not permitted	Not permitted
10	Littering	Prohibited	Prohibited	Prohibited
11	Loitering/Trespass	Prohibited	Prohibited	Prohibited
12	Motorized Vehicles	Prohibited except in designated areas with an approved Special Event Permit	Prohibited	Prohibited
13	Outdoor Fires	Prohibited except in City designated fire rings	Prohibited	Prohibited
14	Overnight Camping	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited	Prohibited
15	Performances: theatrical, musical, ceremonial	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited except for City/City co-sponsored events with approved Special Event Permit.
16	Possessing graffiti writing instruments or spray paint	Prohibited	Prohibited	Prohibited
17	Reckless or nuisance activities/behavior	Prohibited	Prohibited	Prohibited
18	Removal, destruction, or alteration of park property	Prohibited	Prohibited	Prohibited
19	Swimming/boating	At user's own risk, when	Prohibited	Mukilteo Community Beach

Reg No.	Regulation	Lighthouse Park*	92nd Street	All Other Parks
		facility is open.		Park, 769 Front Street. At users own risk when facility is open.
20	Tobacco products	Voluntary no smoking program by Sno Co Health District	Voluntary no smoking program by Sno Co Health District	Voluntary no smoking program by Sno Co Health District
21	Use of motorized equipment or devices	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited	Prohibited
22	Vending, Soliciting, or Posting of Signs	Prohibited except by Special Event Permit	Prohibited except by Special Event Permit	Prohibited except by Special Event Permit
23	Wildlife: capturing, catching, or striking	Prohibited except as allowed by State Law	Prohibited except as allowed by State Law	Prohibited except as allowed by State Law
24	Wildlife: Feeding	Prohibited	Prohibited	Prohibited
25	Glass Containers	Prohibited	Prohibited	Prohibited
26	Scuba Diving	Permitted No Lifeguard on Duty. Enter Water at Own Risk. Keep 100 ft. buffer from Boat Launch.	Prohibited	Prohibited except at Mukilteo Community Beach Park, 796 Front Street (Special Event Permit must be obtained for commercial /organizations holding trainings or events at this location.)

*Excludes Mukilteo Light Station Grounds



Light Station and Grounds
Weddings, Commissions & Memorials
Application and Facility Use Agreement
 304 Lincoln Avenue, Mukilteo, WA 98275
 Phone: 425.263.8180 Fax: 425.353.2457
recreation@ci.mukilteo.wa.us

INSURANCE REQUIRED FOR ALL WEDDINGS

Insurance Required for Memorials & Military Commissions over 50 guests

Submit this form along with the rental fee and security deposit to the address above.		
TODAY'S DATE:		
EVENT TYPE: <i>Check One</i>		
<input type="checkbox"/> Wedding	<input type="checkbox"/> Commitment Ceremony	<input type="checkbox"/> Memorial
Commission <input type="checkbox"/>		
ACTIVE MILITARY STATUS: <i>If applicable</i>		
EVENT DATE:		
EVENT HOURS:		
NAME:		
ADDRESS:		
PHONE:		
CELL PHONE:		
E-MAIL:		
Expected Attendance Including Children:		
List equipment you intend to bring:		
Rental Fee Amount:		Security Deposit Amount:
Total Amount Received:	Date Paid:	Check Number:

Parking Fees are in effect starting June 1, 2015. See Rental Packet for fees

Indemnification/Hold Harmless: User shall defend, indemnify and hold harmless the Mukilteo Historical Society and the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss of damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

User Acknowledgement/Agreement: I hereby assume full responsibility for the facility's use and agree to comply with all rules and regulations of the Mukilteo Historical Society and the City of Mukilteo. The information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington and the regulations of the City of Mukilteo. I understand the Mukilteo Historical Society and the City of Mukilteo reserve the right to deny use, change, or cancel any part of this Facilities Use Permit and any related scheduled activities, at any time.

	Requestor
Printed Name	
Signature	
Date	

