

Rosehill Community Center
Alcohol Information Sheet
304 Lincoln Avenue, Mukilteo, WA 98275
Phone: 425.263.8180
recreation@ci.mukilteo.wa.us

EVIDENCE OF BANQUET PERMIT OR SPECIAL OCCASION LICENSE
MUST BE PROVIDED NO LESS THAN 30 DAYS PRIOR TO THE RENTAL

A renter serving beer from a keg must have a licensed bartender and provide a copy of the bartender's state license at least 30 days before the event.

For Non-Profit Organizations Selling Alcohol:

- Special Occasion License is issued to **non-profit organizations** holding special events at which alcohol is **sold** by the drink. Examples of such events are fundraisers or wine-tastings.
- Special Occasion license applications **must be filed at least 45 days in advance of the event** with the Washington State Liquor Control Board (www.liq.wa.gov.) The fee is \$60 per day per location. The organization must have the license in hand before it can purchase the alcohol for resale.
- All proceeds from the sale of liquor at a special occasion event must be retained by the nonprofit organization.
- A copy of the approved Special Occasion License should be received by the Community Center 30 days prior to the use of the facility.
- Liquor liability insurance is required for **all** events at which alcohol is being sold. The Liquor Liability Insurance certificate must be received by the community center 30 days prior to the rental.

For Serving Alcohol at a Private, Invitation Only Event:

You Will Need a Banquet Permit:

It can be obtained from the State of Washington Liquor Control Board for \$10 at <https://liq.wa.gov/licensing/online-banquet-permit>.

- A Banquet Permit is required to allow the service and consumption of alcohol at a private, (not open or advertised to the public), invitation-only banquet or gathering in a public place.
- Alcohol consumed at the event may not be sold under a Banquet Permit. It must be provided free of charge by the renter. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. No separate or additional charge may be made for alcohol.
- A copy of the approved permit must be received by the Community Center at least 30 days prior to the use of the facility. Caterers may submit their Class I license in lieu of the Rental Group obtaining a Banquet Permit.
- The actual Banquet Permit must be posted in the facility during the event.

You will need Insurance

Insurance through City's broker:

- You may obtain insurance through the City of Mukilteo's insurance broker, Washington Cities Insurance Authority (WCIA). The cost of this insurance will vary depending on your event. ***All requests made through WCIA must be made 30 days in advance.***
- See the Rosehill Community Center Insurance Information Sheet for instructions on obtaining a quote from WCIA.

Insurance through personal agent/broker:

- Your personal insurance agent may be able to provide you with the insurance that is needed. Be sure your policy includes liquor liability.

Liability Insurance requirements:

- Alcohol Liability
- \$2,000,000 general Aggregate, \$1,000,000 per person, per incident
- City of Mukilteo listed as "additionally insured"
- Date, time, and location of the event
- Endorsement that the renter's insurance coverage shall be primary insurance as respects to the City of Mukilteo