

**Checklist for renting the
Outdoor Grass or Plaza Spaces
at the Rosehill Community Center**

1. Call the Recreation Office at 425.263.8180 to determine date availability.
2. Review all Rental Packet information.
3. Complete the Outdoor Grounds Application and return it in person, by mail, or email to recreation@ci.mukilteo.wa.us, or FAX at 425.353.2457. Full payment needs to accompany the application, which includes the deposit. We accept the following forms of payment: cash, check or money order (payable to City of Mukilteo), Visa, MasterCard, or American Express.
4. When your Application is approved, the Recreation Office will process your payment. At that time your date will be booked on our calendar.
5. See the Insurance Information sheet included in this packet to determine if insurance is required. If insurance is not required, your reservation process is complete.
6. **Events that require insurance include but are not limited to:**
 - Events open to the general public
 - Weddings
 - Events deemed to be high risk
 - Events bringing equipment into the grass area or plaza
7. Obtain insurance and submit a copy of the Certificate of Insurance to the Recreation Office. Your Certificate of Insurance needs to be to us 30 days prior to your rental. Insurance is available through Washington Cities Insurance Authority/Tulip program. See Insurance Information sheet in this packet.

Thank you for your interest in the outdoor rental facilities (grass and plaza areas) at the Rosehill Community Center. The outdoor spaces are a beautiful location for an event with up to 216 guests. We are committed to providing facilities and services in partnership with the community.

RENTAL FEES:

Use of the Grass Area or Plaza Area	\$100 per hour (Three hour minimum rental)
Security/Damage Deposit	\$200

- **No refunds will be given for inclement weather.**
- All fees must be paid at time of booking (security/damage deposit and rental fee).
- Fees may be paid using check, money orders, (made out to the City of Mukilteo), cash, VISA, MasterCard, or American Express.
- Reservations are only confirmed after the Rental Fee, Security Deposit and completed application have been received and processed by the Mukilteo recreation staff.
- The security deposit is 100% refundable provided the following conditions are met:
 - Use of the area does not exceed the scheduled time.
 - The area is cleaned up and does not require extra staff time after the event.
 - No repairs are required after the event. If the cost of the repair(s) exceeds the amount of the security deposit the renter will be billed for these additional charges.
 - All rental policies have been followed (i.e. no food or drinks, no staked tents, etc.)
 - Security deposits paid by credit card will be refunded back to the credit card within seven (7) business days after the rental. Security deposits paid by cash, money order or check will be refunded by check within three (3) weeks.

WHEN CAN I MAKE RESERVATIONS FOR THE GRASS & PLAZA AREAS?

The plaza and grass areas may be reserved one year in advance.

HOURS OUTDOOR GROUNDS AVAILABLE FOR RENTAL:

<i>Monday – Thursday</i>	<i>10:00 am – 8:00 pm</i>
<i>Friday</i>	<i>10:00 am – 9:00 pm</i>
<i>Saturday</i>	<i>10:00 am – 9:00 pm</i>
<i>Sunday</i>	<i>10:00 am – 9:00 pm</i>

HOLIDAY CLOSURES: The Plaza and Grass Areas are NOT available for rent on the following days: New Year’s Day (January 1), Martin Luther King, Jr. Day (3rd Monday in January), Presidents’ Day (3rd Monday in February), Easter Sunday, Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (1st Monday in September), Veterans’ Day (November), Thanksgiving Day holiday (4th Thursday & Friday in November), and Christmas Day (December 25). The Plaza and Grass Areas are not available for extra hour rentals on the Saturday and Sunday after Thanksgiving, Christmas Eve or New Year’s Eve.

In addition, the Recreation Department hosts special events several times a year and the Community Center is not available to rent on these dates. Examples of these events are Valentine’s Day Dance (February), Annual Garage Sale (April), Touch-a-Truck (May), Annual Building Maintenance (last week of August), Boo Bash (October), Tree Lighting (December), Mukilteo Community Orchestra Performances (March, June, November).

GENERAL RENTAL POLICIES:

- The Plaza and Grassy Area are available to rent to the Point Elliott room renters.
- All rental applicants must be 21 years of age or older and must be present during the rental.
- The person signing the Outdoor Grounds Application and the Rental Contract is the responsible party in case of damage, theft or disturbance during rental facility use.
- Rosehill facility staff reserves the right to require chaperones and/or security.
- Please plan ahead when scheduling your event. All hours booked must run consecutively. When booking your event you must include enough time for delivery of equipment, supplies, set up and decorating, and clean up. No next day clean up is allowed. Overtime fees will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.
- Equipment may be brought in for the event, for example, chairs, tables, carpet runner, canopies, arches, sound system, etc. **Staking of equipment into the grass or landscaping beds is not permitted. Use of sandbags or heavy blocks for tie-down may be used in lieu of staking.**
- Renters may attach balloons, garland, flowers or lights to the fence. These must be approved in advance and removed by the conclusion of your event. Do not use staples to attach items to the fence.
- Bouncy house/inflatable toys are not allowed on any of the outdoor areas.
- The renter must provide a full list of equipment on the application and provide a map outlining your event set-up a minimum of 30 days prior to your event date. The City of Mukilteo staff reserves the right to disapprove equipment requests in whole or in part.
- **Although rice, birdseed, fake flower petals and confetti are not permitted, bubbles or fresh flower petals are acceptable alternatives. Fresh flower petals may also be sprinkled along the aisle.**
- Only the time period specified on the Rental Contract will be available for your use on the day of your event.
- Performers' conduct and performance content must be appropriate for families and general audiences, whether live or recorded. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- Applications may be denied or revoked if the applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the Rosehill Facility Use Application.
- Rosehill Community Center is not responsible for loss or damage of personal or rental items before, during, or after your rental.
- **No food or beverages are allowed on the grass or plaza areas. Water is fine.**
- Lit candles and torches are not permitted on the grass areas or plaza. Battery operated candles or unity candles are ok.
- Rentals will be assigned an Event Monitor who will meet the renter at the beginning of the rental time to complete a check-in worksheet and at the end of the event to check them out. The Event Monitor will be available **to assist** with the set up of your event, empty the trash, and monitor the bathrooms. You need to provide people to do your set up and clean up. To help insure the return of your security deposit, the check-out worksheet will need to be completed and this needs to take place within the time frame of the outdoor area space rental.
- No person shall post or attach any sign, poster, notice or any other device of any kind for advertising on the fence, in the grass or plaza area.
- No alcoholic beverages are allowed in the outdoor grounds areas at the Rosehill Community Center.
- Do not climb on fences, benches, railings, trees, or monuments.
- All dogs/pets are required to be on a leash. Owners are required to clean up after their animal.
- Fireworks, generators and water balloons are prohibited.

- Chalk, spray paint or any other material that may mark the grass or plaza are prohibited.

Rental Equipment (Chairs, etc.)

- Rosehill has 150 outdoor white chairs that can be borrowed for use on the plaza or upper lawn. The renter needs to provide 2 or 3 people to set-up and take down the chairs. These chairs are not for indoor use.
- For any rental equipment you would like to bring to Rosehill, (chairs, trellis, arch...), we will take delivery of the items the day before the ceremony and will store them until the next business day. This must be pre-arranged with the staff at Rosehill.

CANCELLATIONS, REFUNDS, and CHANGES:

Cancellations and Refunds:

- Refunds will NOT be given due to changes to the weather (too hot, too cold, rain, etc.).
- A full refund will be given if the City of Mukilteo cancels a reservation.
- All cancellations by the renter must be made in writing (email is acceptable).
- Cancellations 90 days or more prior to rental: 100% refund of hourly rental fees paid. The security deposit will not be refunded.
 - 89 days or less prior to rental: No fees or deposits will be refunded.

Changes to Reservations:

- Approval of a change is subject to availability.
- Additional rental fees must be paid in full at time of change.
- Date changes will be treated as a cancellation and new reservation. See cancellation and refund policy above.

INSURANCE REQUIRED FOR YOUR EVENT:

- Renters may be required to carry general liability insurance naming the City of Mukilteo as an “additional insured”. Events that require insurance include but are not limited to:
 - Events open to the general public
 - Weddings
 - Events deemed to be high risk
 - Events bringing equipment into the grass area or plaza
- Obtaining insurance:
 - Your personal insurance agent may be able to provide you with the insurance that is needed.
 - You may obtain insurance through the City of Mukilteo’s insurance broker. The cost of this insurance will vary depending on your event.
- See the Rosehill Insurance Information Sheet for more information.
- Proof of insurance must be delivered to the City of Mukilteo Recreation Office no later than 14 days before the event.

CHECK IN:

- For your convenience and safety, there is ALWAYS a staff person on duty during your rental.
- Upon arrival check-in at the Rosehill Community Center front desk. We suggest your designated contact person arrive 15 minutes early to conduct the initial check in.
- A Checklist must be completed by the renter and a staff person before and after the rental. This is helpful to note any pre-existing conditions so that you are not held accountable for them.

CLEAN UP and CHECK OUT:

- The renter is responsible for cleaning the rental area during the rental time period.
- Cleaning equipment is supplied; ask Rosehill staff to get these for you.
- To help ensure the return of your security deposit, have Rosehill staff complete a post-event inspection at the conclusion of the rental. Simply leave the area in the same shape you found it, clean and useable for the next guest.
- Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the security deposit and/or billed to the rental group.
- Failure to follow the policies and rules for the outdoor grounds may result not only in additional fees but could also result in loss of your security deposit and/or denial of future rental usage.
- Please plan ahead when scheduling your event as overtime charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour. You must confirm your rental hours 90 days prior to your event. Any changes to the hours or additional hours requested after 90 days is subject to staff availability.
- Pick up all litter, place all garbage in trash receptacles, and place extra garbage in bags next to receptacles.

POWER:

110 outlet power/20 amp circuit is available in certain locations outdoors. It is limited and you must schedule time to preview your set up and power needs. Staff will assist you when plugging anything in outdoors.

DRESS REHEARSAL:

Must be scheduled with the front office staff.



Insurance Information

General liability insurance must have an amendatory endorsement naming the City of Mukilteo as an “additional insured”. **Events that require insurance include but are not limited to:**

- Events open to the general public
- Weddings
- Events deemed to be high risk
- Events bringing equipment into the grass area or plaza

You may obtain insurance through a service provided by the Washington Cities Insurance Authority (WCIA). Instructions for obtaining a quote and/or insurance are as follows. Access to this program is only available on-line and payment must be by VISA or MasterCard.

1. Access the site at www.ebi-ins.com/tulip. The site is managed by the Entertainment Brokers International.
2. Enters facility ID code:
 - If renting both the Point Elliott Room and Outdoor Space enter ID Code 0465-410.
 - If renting just the Outdoor Space enter ID Code 0465-409.
3. Answer questions about the event.
4. Click on “Quick Quote” for the cost of the insurance.
5. If you elect to purchase the insurance, fill in contact information. The transaction is completed using your credit card on-line. Your credit card statement will indicate a payment to Entertainment Brokers International.
6. In a matter of minutes (after credit card approval) a Certificate of Insurance will be sent to your email address and to the Recreation Office at Rosehill Community Center (WCIA member) email address.

Your insurance agent may be able to provide you with the insurance that is needed. Please make sure your insurance meets the following requirements:

1. The City of Mukilteo must be named as an “additional insured” on your General Liability Insurance policy. The General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate
2. The insurance policy shall contain, or be endorsed to contain, that your insurance coverage shall be primary insurance with respect to the City of Mukilteo. Any insurance, self insurance, or insurance pool coverage maintained by the City of Mukilteo shall be excess of the Lessee’s insurance for the life of the event.
3. You shall provide a Certificate of Insurance evidencing the required insurance thirty (30) days before your event and shall maintain the insurance for the life of the event. You must furnish the Recreation Office with an original certificate and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements 30 business days prior to the event.



City of Mukilteo
Rosehill Community Center
Outdoor Grounds Rental Application
Phone: 425.263.8180

*Use this application for wedding and small events held on the
 Plaza or Grass Area at the Rosehill Community Center*

Applicant Information

1. Applicant Name		
2. Name of Responsible Party		
3. Mailing Address of Responsible Party		Address: City: State: Zip:
4. Phone of Responsible Party	Day:	Evening:
5. E-mail of Responsible Party:		

Event Information

6. Name and Type of Event <i>(Wedding, ceremony)</i>	
7. Describe event and equipment <i>Please list equipment you are bringing (tables, chairs, gazebo, trellis, flowers). If applicable, list names of rental delivery companies and drop off and pick up times. Reminder: Staking of any equipment into the grass or landscaping beds is NOT allowed.</i>	
Name of Rental/Delivery Company: _____	
Drop-off date and time: _____ Pick up date and time: _____	
8. Event Date:	
9. Event Set-up Time:	Actual Event Start & End Time:
10. Event take down/clean time:	
11. Estimated number of attendees:	
12. Facility you plan to use	
<input type="checkbox"/> Upper Grassy Area (please indicate on map area you would like to use) <input type="checkbox"/> Plaza Area (please indicate on map area you would like to use)	

Event Components

15. Please check all items that apply to your event and provide details in box 16.			
<input type="checkbox"/> P.A. System	<input type="checkbox"/> Electricity/generator	<input type="checkbox"/> Trellis	<input type="checkbox"/> Amplified Music
<input type="checkbox"/> Live Music	<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Stage
<input type="checkbox"/> Helium Tank	<input type="checkbox"/> Tents/Canopies	<input type="checkbox"/> Other	

16. If you have checked any of the boxes in #15, provide details for these event components and describe any "other" items not on the list:

I acknowledge that the information submitted in this application is true to the best of my knowledge. I have read and agree to comply with all Rosehill Community Center **Outdoor Grounds Guidelines** and **Rules** including the refund policy.

Indemnification/Hold Harmless

User shall defend, indemnify and hold harmless 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 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 regulations of the City of Mukilteo. I understand the City of Mukilteo reserves the right to deny use, change, or cancel any part of this application and any related scheduled activities.

_____ I understand I need to provide my own chairs or I may borrow Rosehill's white plastic folding chairs (150). I will provide my own set up and clean-up of this event.

initials

_____ I have received the rules and guidelines for renting the Outdoor Grounds at Rosehill.

initials

Signature of Applicant:

_____ Date: _____

Electronic Signature:

Date:

City of Mukilteo Staff: _____ Date: _____