

**City of Mukilteo
Wedding Circle at Lighthouse Park
Rental Information Packet**



**Lighthouse Park
609 Front Street
Mukilteo, WA 98275
425.263.8180**



WEDDING CIRCLE RENTAL

APPLICATIONS ACCEPTED ONE YEAR IN ADVANCE

Dear Wedding Circle Renter:

Thank you for your interest in renting the Wedding Circle at Lighthouse Park in Mukilteo. The Wedding Circle makes a beautiful location for a wedding with up to 50 guests and is a lovely spot for smaller special events. The nearby covered Picnic Shelters provide another option for outdoor weddings, events and receptions.

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

To reserve the Wedding Circle, please complete, sign, and date the Wedding Circle 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



Checklist for renting the Wedding Circle at Lighthouse Park

1. Call the Recreation Office at 425.263.8180 to determine the Wedding Circle date availability.
2. Review all Wedding Circle Rental Packet information.
3. Complete the Wedding Circle Application and return it in person, by mail, or FAX at 425.353.2457. Full payment needs to accompany the application. We accept the following forms of payment: cash, check or money order (payable to City of Mukilteo), Visa, MasterCard, or American Express.
4. When the Wedding Circle Application is approved, the Recreation Office will process your payment. At that time your date will be booked on our calendar.
5. See the attached Insurance Information sheet to determine if insurance is required. If insurance is not required, your reservation process is complete. Insurance is required for all weddings or wedding receptions held at the Wedding Circle or in the Picnic Shelters.
6. If insurance is required, obtain insurance and submit a copy of the Certificate of Insurance to the Recreation Office. Insurance is required for all weddings and wedding receptions held in Lighthouse Park. Your Certificate of Insurance needs to be to us 14 days before your Wedding Circle rental.

PLEASE NOTE: If you obtain insurance from the Washington State Insurance Authority, a Certificate of Insurance is automatically sent to the Recreation Office – you do not need to submit another copy.

Transfers to another date or time must be made in person or in writing (including email) and are subject to availability. Changes made 14 business days or less prior to the reservation are subject to a \$10 processing fee.

What if I cancel? Do I get a refund?

Cancellations made in person or in writing (including email) more than 14 business days prior to the reservation date are eligible for a full refund less a \$10 processing fee. Refunds take approximately two to three weeks to process. A refund check will be mailed to the person who made the payment. Cancellations 14 business days or less prior to rental date are not eligible for a refund. If the Recreation Office cancels the reservation, the renter will receive a full refund.

What if it rains? Do I get a refund?

Sorry, no refunds are made due to inclement weather.

Can I have amplified music?

Please include your request to have amplified music on your Wedding Circle Application. Please note there is no electricity available at the Wedding Circle.

What clean up is needed after my event?

It is your responsibility to clean up after your event. Please pick up all litter, place all garbage in trash receptacles, place excess garbage in bags next to receptacles, and remove all items brought in for the event. If the Wedding Circle area is not left in a clean condition after your use, you will be charged an additional fee for staff time and resources for clean up.

How do other park users know I have the Wedding Circle reserved (and Picnic Shelters if also rented)?

Recreation Office staff will post a notice saying that the area is reserved. We strongly recommend that you have your permit with you during your reservation time. The posted notice and your permit are proof of reservation.

Can I bring equipment such as a canopy, tables, chairs, etc.?

Yes. Please indicate your equipment on your Wedding Circle Application. The hours of your rental must be long enough for you to deliver and set up your equipment and to remove it after the event. When setting up canopies please remember to use sandbags or cement blocks instead of stakes to secure the canopy.

Can I bring my own barbeque?

You can bring and use your own barbecue as long as it doesn't block parking spots. If you are also renting the Picnic Shelters, each shelter is equipped with free-standing barbeques. Keep the size of your portable bbq to 36"x30" or less. Please do not set a bbq on the picnic tables.

Can I bring my pet?

Only household pets are allowed in the park and must be on a leash or restrained at all times per City park rules.

Do I need insurance?

See insurance info sheet in this packet.

Picnic Shelter Rental Guidelines and Information

Amenities	Medium Shelter	Large Shelter	Notes
Shelter Dimensions	24' x 48'	36' x 36'	The medium shelter is two small shelters adjacent to each other.
# of Picnic Tables	4 (seats approx. 24)	6 (seats approx. 48)	Medium: 2 ADA accessible tables Large: 2 ADA accessible tables.
Maximum Occupancy	35	60	
Cost	\$50/day	\$70/day	If you have 100 people or more in your group you are required to rent both shelters. 100 or more require Special Event Permit.
Parking Fees	<ul style="list-style-type: none"> • Daily Hourly Rate: \$2.00/Hour (4:00am-10:00pm) • Annual Resident Parking Pass: Free 		Parking fees are charged <u>by the hour</u> and can be purchased up to a <u>maximum of 4 hours</u> . Once the 4 hours has expired, and you would like to continue your stay at the park, you will need to purchase additional hours
Connecting paths	8' – asphalt with some crushed rock		
BBQ's	2 (free standing charcoal)	3 (free standing charcoal)	You may bring your own barbeque if it is less than 36" x 30". Do not dispose of coals in park trash receptacles. No BBQ's are allowed inside the covered shelter area.
Sink/Water	No	No	Sink & water available in nearby restroom
Electricity	No	No	
Fire-pits	6 fire-pits along beach – first come, first serve. No fires are allowed outside the City provided fire rings. Bring your own firewood. Do not use driftwood from beach or landscaped areas for fire pit burning.		

Insurance Information

Insurance **IS** required for **ALL** weddings and wedding receptions held at the Wedding Circle or Picnic Shelters. It is also required if you are using a caterer, bringing equipment into the park, or having over 50 people at your event.

Insurance is **NOT** required for groups of 50 people or fewer (except weddings and wedding receptions) when you are not bringing equipment into the park (canopies, barbecues, etc.) or having catering of any kind.

Revised: March 2014

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:

- Wedding Circle: ID Code 0465-180

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.

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. Certificate of Insurance must be provided to the Recreation office no later than 14 days prior to your event. See Items 1 and 2 for coverage requirements.

WEDDING CIRCLE AND PICNIC SHELTER USE RULES

1. City of Mukilteo Recreation Office will cancel this reservation if it should conflict with a City program, if the facility becomes unavailable due to required maintenance or if it is unusable. A full refund will be issued in these instances.
2. An approved Wedding Circle Application authorizes the designated group use of the facilities indicated. It is highly recommended that the person in charge have this form in their possession during the event.
3. Concessions and selling of merchandise is prohibited.
4. Do not tamper with sprinklers, trash cans, benches, etc. that are in the park.
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 are allowed in City designated fire pits along beach only. You must bring your own firewood. No burning of driftwood on the beach is allowed.
9. No personal barbeques 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.
12. No amplified sound or music without prior 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 required to clean up after animal.
16. Fireworks are prohibited.
17. Pick up all litter, place all garbage in trash receptacles, and place extra garbage in bags next to receptacles, clean tables and benches.
18. The use of birdseed or rice is not allowed. Acceptable substitutes are soap bubbles or flower petals.
19. 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.

City of Mukilteo, Washington
CITY PARK RULES
For more detail refer to Mukilteo Municipal Code: 9.60

Reg No.	Regulation	Lighthouse Park (not including Mukilteo Light Station)
1	Hours of Operation	May 1-September 30: 4:00am-10:00pm October 1-April 30: 6:00am-10:00pm
2	Alcoholic Beverages	Prohibited
3	Amplified Music/Sound	Prohibited except for Approved Special Event Permit (including Wedding Circle Application)
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).
5	Bicycles, Skates, Skateboards	Prohibited except in designated areas.
6	Commercial Activities	Only by Special Event Permit.
7	Illegal Drugs	Prohibited
8	Fireworks	Prohibited except for City/City co-sponsored events with approved Special Event Permit.
9	Group Reservations	Picnic Shelter Reservation Permit or Special Event Permit
10	Littering	Prohibited
11	Loitering/Trespass	Prohibited
12	Motorized Vehicles	Prohibited except in designated areas with an approved Special Event Permit
13	Outdoor Fires	Prohibited except in City designated fire rings
14	Overnight Camping	Prohibited except for City/City co-sponsored events with approved Special Event Permit.
15	Performances: theatrical, musical, ceremonial	Prohibited except for City/City co-sponsored events with approved Special Event Permit.
16	Possessing graffiti writing instruments or spray paint	Prohibited
17	Reckless or nuisance activities/behavior	Prohibited
18	Removal, destruction, or alteration of park property	Prohibited
19	Swimming/boating	At user's own risk, when facility is open.
20	Tobacco products	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.
22	Vending, Soliciting, or Posting of Signs	Prohibited except by Special Event Permit
23	Wildlife: capturing, catching, or striking	Prohibited except as allowed by State Law
24	Wildlife: Feeding	Prohibited
25	Glass Containers	Prohibited
26	Scuba Diving	Permitted. No Lifeguard on Duty. Enter Water at Own Risk. Keep 100 ft. buffer from Boat Launch.



City of Mukilteo Wedding Circle Application

Phone: 425.263.8180

INSURANCE IS REQUIRED FOR ALL WEDDINGS OR WEDDING RECEPTIONS

Parking Fees are in effect starting June 1, 2015. See packet for details

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, reception)</i>			
7. Describe event and equipment <i>Please list equipment you are bringing (tables, chairs, gazebo, trellis, flowers). If applicable, list names of delivery companies and pick up times.</i>			
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. Facilities you plan to use (check all that apply):			
<input type="checkbox"/> Wedding Circle (50 people standing; 20–30 people sitting) - \$75/3 hrs + insurance			
<input type="checkbox"/> Large Picnic Shelter (60 people sitting in covered area) \$70/day			
<input type="checkbox"/> Medium Picnic Shelter (35 people sitting in covered area) \$50/day			

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"/> Food
<input type="checkbox"/> Live Music	<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Caterer
<input type="checkbox"/> Helium Tank	<input type="checkbox"/> Tents/Canopies	<input type="checkbox"/> Cooking/barbecue	<input type="checkbox"/> Stage
<input type="checkbox"/> Amplified Music	<input type="checkbox"/> Other		
16. Provide details for checked 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 **Wedding Circle Rental Guidelines** and **Wedding Circle and Picnic Shelter 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 Wedding Circle Application and any related scheduled activities.

Signature of Applicant:

Date:

Rental Approval (For City Use Only)

Approved by Staff

Member: _____

Date: _____

Payment

Received: _____

Renter has received rules and guidelines.

Date: _____

Parking Fees are in effect starting June 1, 2015. See packet for details