

**City of Mukilteo
Lighthouse Park
Covered Picnic Shelters
Rental Information Packet**



*Medium Picnic Shelter
4 Tables – Seats 32*



*Large Picnic Shelter
6 Tables – Seats 48*



PICNIC SHELTER RENTAL

APPLICATIONS ACCEPTED ONE YEAR IN ADVANCE

Dear Picnic Shelter Renter:

Thank you for your interest in renting a picnic shelter in the City of Mukilteo's park system.

Following this cover letter is the picnic shelter rental guidelines and other information you will find useful in preparing for your day in our park. Shelter Rules and Regulations and City Park Rules are included in this packet.

Please complete, sign and date the application and attach your payment in full and return it to: City of Mukilteo, Recreation and Cultural Arts, 304 Lincoln Avenue, Mukilteo, WA 98275. Acceptable forms of payment are: cash, check (made out to City of Mukilteo), Visa, MasterCard, or American Express.

We hope you have an enjoyable time in our 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 a Picnic Shelter Rental at Lighthouse Park:

1. Call the Recreation and Cultural Services Division office at 425.263.8180 to verify date and shelter availability.
 2. Print the picnic shelter packet. It is available via email, in person, or regular mail from the recreation office or by downloading the forms from the City website at www.ci.mukilteo.wa.us.
 3. Complete the application form and return it in person, by mail, or scan and email to recreation@ci.mukilteo.wa.us. Full payment needs to accompany the application. We accept the following forms of payment: cash, check, Visa, M/C, or American Express.
- **No Insurance Required:**
If your reservation does not require insurance, your reservation process is complete and your reservation is confirmed upon receiving your rental fee payment.
 - **Insurance Required:**
Once you have turned in your application and paid your fee, your date will be booked in our calendar. Your next step is to secure your insurance and give the Recreation Office a copy. This will confirm your reservation. If you would like to use the City's insurance program, please ask for the information sheet about this source.
 - If your rental requires insurance, your certificate of insurance needs to be to us 30 days before your shelter rental.
 - Groups of 100 or more are required to rent both the medium and the large shelter to best support your event and lessen the impact of others visiting the park.
 - Groups of 100 or more need to apply for a Special Event application by calling (425) 263-8180. This application must be submitted at least 90 days in advance of event.

**Picnic Shelter
Rental Guidelines and Information**

Lighthouse Park			
Located just west of the Mukilteo-Clinton ferry dock overlooking Possession Sound			
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	Groups of 100 or more are required to rent both shelters. Groups of 100 or more are required to provide insurance. Groups of 100 or more must fill out a Special Event Application.
Hours of Rental	8am – 10pm	8am – 10pm	
When are shelters available for rental?	May 1 – September 30, (excluding Memorial Day, July 4, Labor Day); otherwise shelters are on a first-come, first-serve basis.		The picnic shelters are available for wedding receptions year-round. Not available for rental on Memorial Day, July 4, Labor Day.
Cost	\$50/day	\$70/day	If you have 100 or more you are required to rent both shelters. Groups of 100 or more must fill out a Special Event Application.
Parking Fees	<ul style="list-style-type: none"> • Year round: \$2.00/hour • Annual Resident Parking Pass: Free-Passes available at City Hall or Rosehill Community Center. 		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	
Baseball diamond	No	No	
Volleyball Sand court	Yes – net goes up May 1		You reserve this area the fee is \$15 per hour.
Grassy area for play	Yes	Yes	

Children's Play Area	Yes	Yes	
Alcohol	Prohibited.		
Amplified Music	Prohibited unless you have been approved by the City		
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.		
Inflatables	Large inflatables such as trampolines or bouncy houses are not permitted.		
Silly String	The use of Silly String is not allowed in the park and the picnic shelter areas.		

What does your reservation include?

Your reservation allows you exclusive use of the picnic shelter and the picnic tables in the shelter during the scheduled time on your permit. All other areas of the park are open to all users.

How do I reserve a shelter?

Reservations must be made at the Rosehill Community Center during normal business hours. Reservations may be made up to one year in advance. Reservations are on a first paid, first-served basis, no exceptions. Payment in full is required to reserve the date. Acceptable forms of payment are: cash, check, money order, Visa, MasterCard, or American Express. A City of Mukilteo Picnic Shelter Reservation Application Form must accompany your payment.

How do I obtain a Picnic Shelter Rental Packet?

- Rosehill Community Center
Recreation and Cultural Arts Department
304 Lincoln Avenue
Mukilteo, WA 98275
- Phone: 425.263.8180
- Email – recreation@ci.mukilteo.wa.us or request through City's email
- City of Mukilteo's Website at www.ci.mukilteo.wa.us

Can I reserve by phone, mail, on-line?

You can either scan or email your completed and signed application, mail it, or bring it to community center during regular business hours. Your application will not be processed without payment. Our office phone number is 425.263.8180.

What if I have to change the date, location, or time?

Transfers to another date, time, or location must be made 14 business days prior to the reservation. All changes must be made in person or in writing including email and are based on shelter and time availability.

What if I cancel? Do I get a refund?

Cancellations must be made in writing (includes email), 14 business days in advance of the reservation date to be eligible for a refund. There are no pro-rated or partial refunds. Refunds take approximately four weeks to process. A refund check will be mailed to the name and address as it appears on the shelter reservation contract. All cancellations will be charged a \$10 processing fee whether made more or less than 14 business days in advance. Cancellations made less than 14 business days prior to rental date, no refund. If the City cancels the reservation, renter receives a full rental refund.

What if it rains? Do I get a refund?

Sorry, no refunds due to inclement weather will be made.

What are the Parking Fees?

- **Daily Hourly Rate:** \$2.00/Hour (4:00am-10:00pm)
- Annual Resident Parking Pass Free (pass available at City Hall or Rosehill Community Center)

When I Rent a Shelter am I Renting the Grassy Area Next to the Shelter?

The grassy area associated with each shelter is open for public use. Renting the shelter does not give you exclusive use of the grassy area.

Can My Group Use the Volleyball Court?

The sand volleyball court may be rented on an hourly basis. There is a rental schedule posted on the volleyball court pole. If it has not been rented, then the use of the court is on a first-come, first-serve basis. The net goes up May 1 and comes down September 30. Bring your own volleyball.

Can I have a food truck at my event?

No, food trucks are not allowed in Lighthouse Park.

Can I Bring My Own Barbeque?

Large oversized barbeques are not allowed as it is necessary to block parking spots to accommodate the barbeque. Each shelter is equipped with free-standing barbeques. Smaller barbeques that can be easily wheeled to the shelter's edge are allowed but larger barbeques are not.

Can I bring inflatable toys?

Small inflatable toys like water-wings or floating rings are acceptable, however oversized inflatable toys such as a jump house, jungle gym, or boxing ring are not allowed.

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.

Can I serve alcoholic beverages?

Sorry, but alcoholic beverages are not allowed in any City of Mukilteo park.

Can I have amplified music?

Amplified music is not allowed in any City of Mukilteo park unless it has been approved by the City through a Special Event Application process.

Do I need to haul away my own trash?

- It is your responsibility to clean up after your event.
- Pick up all litter
- Place all garbage in trash receptacles
- Place excess garbage in bags next to receptacles
- Clean tables and benches
- Area must be presentable for the next use public or private.
- **Do not** dispose of coals in the park trash receptacles.

If the shelter 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 by City staff.

How do other park users know I have the shelter reserved?

City staff will post an indication that the area is reserved. Additionally, we strongly recommend that you have your permit with you during your scheduled use of the park facility. Other than the City's posting, your permit is your sole proof of reservation.

When do I need insurance?

Insurance is **NOT** required for groups of 100 people or less **except** when:

- Bringing equipment into the park, such as canopies, barbecues, etc.
- Catering of any kind requires insurance.
- All wedding and wedding reception type functions require insurance.

Insurance **IS** required for:

- All weddings and wedding receptions held at the Wedding Circle, Picnic Shelter or at the Lighthouse Grounds/Building. Please contact the Rosehill Community Center office, 425.263.8180, recreation@ci.mukilteo.wa.us, for the Wedding Rental Packet.
- Events with 101 or more people in attendance.
- Events deemed to be high risk.
- Events bringing in equipment deemed to be high risk.

Obtaining Insurance:

- Your personal insurance agent or an insurance agency may be able to provide you with the insurance that is needed.

You may also obtain insurance through the TULIP program, a service provided by the Washington Cities Insurance Authority. The cost of this insurance will vary.

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:

Lighthouse Park Shelters: 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.**

Insurance Requirements:

- The City shall be named as an additional insured on the USER's 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
- The insurance policy shall contain, or be endorsed to contain, that the USER's insurance coverage shall be primary insurance with respect to the City. Any insurance, self insurance, or insurance pool coverage maintained by the City shall be excess of the Lessee's insurance for the life of the event.
- The USER shall provide a certificate of insurance evidencing the required insurance 7 days after reservation has been paid for and shall maintain the insurance for the life of the event
 - USER shall furnish the City with an original certificate and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the USER 7 working days after reservation has been secured.

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** 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 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

Reg No.	Regulation	Lighthouse Park*	92nd Street	All Other Parks
19	Swimming/boating	At user's own risk, when facility is open.	Prohibited	Mukilteo Community Beach 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



**City of Mukilteo
Picnic Shelter Application**

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

Applicant Information

1. Applicant Name			
2. Company/Organization			
3. Mailing Address			
	City:	State:	Zip:
4. Phone	Day:	Evening:	
5. E-mail			

Event Information

6. Type of Event	
7. Describe general nature of event (i.e. family outing, company picnic, etc.)	
8. Event Date:	
9. Event set up and take down/clean time. The shelter is available: 8 am-dusk What hours will you be using the shelter?	
10. Proposed Event Location: <input type="checkbox"/> Medium Shelter at Lighthouse Park - (Approx. 35 people sitting in covered area) - \$50/all day <input type="checkbox"/> Large Shelter at Lighthouse Park – (Approx. 60 people sitting in covered area) - \$70/all day	
11. Other Facilities you plan to use (check all that apply): <input type="checkbox"/> Sand Volleyball Court (\$15/hour) Time: _____ to _____ <input type="checkbox"/> Mukilteo Lighthouse Grounds (separate agreement with Historical Society)	

12 Is this event <input type="checkbox"/> Private OR <input type="checkbox"/> Public? (Please select the checkbox after reading the description to the right.)	A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs, or media advertising.
14. Will participants be charged a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please explain how much and purpose for collecting fee?

Attendance

17. Number of people expected:
18. Groups of 100 or more must rent both shelters. Groups of 100 or more insurance is required. All weddings/receptions require insurance. Groups of 100 or more a Special Event Application is required.

I have read and agree to comply with all **Picnic Shelter Rental Guidelines** 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 Picnic Shelter Application and any related scheduled activities.

Signature of Applicant:

Date:

Rental Approval (For City Use Only)

Approved

by: _____

Date: _____

Payment

Received: _____

Renter has received rules and guidelines.

Date: _____

Comments

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