See Page 15 for New Rates

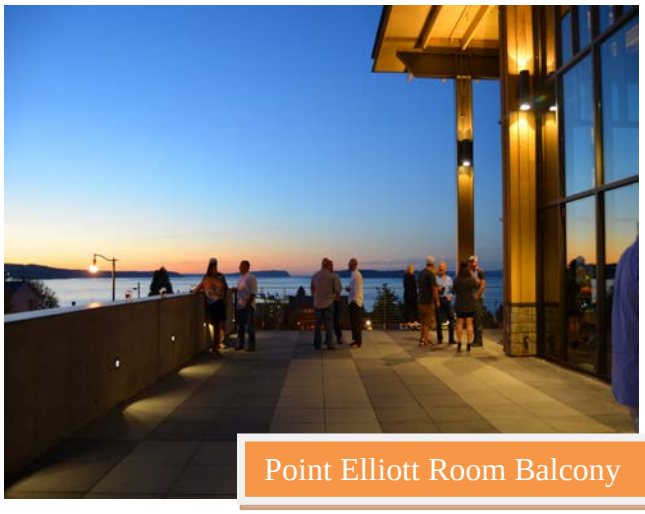
NEW

Rosehill Community Center
Point Elliott Room Rental Packet

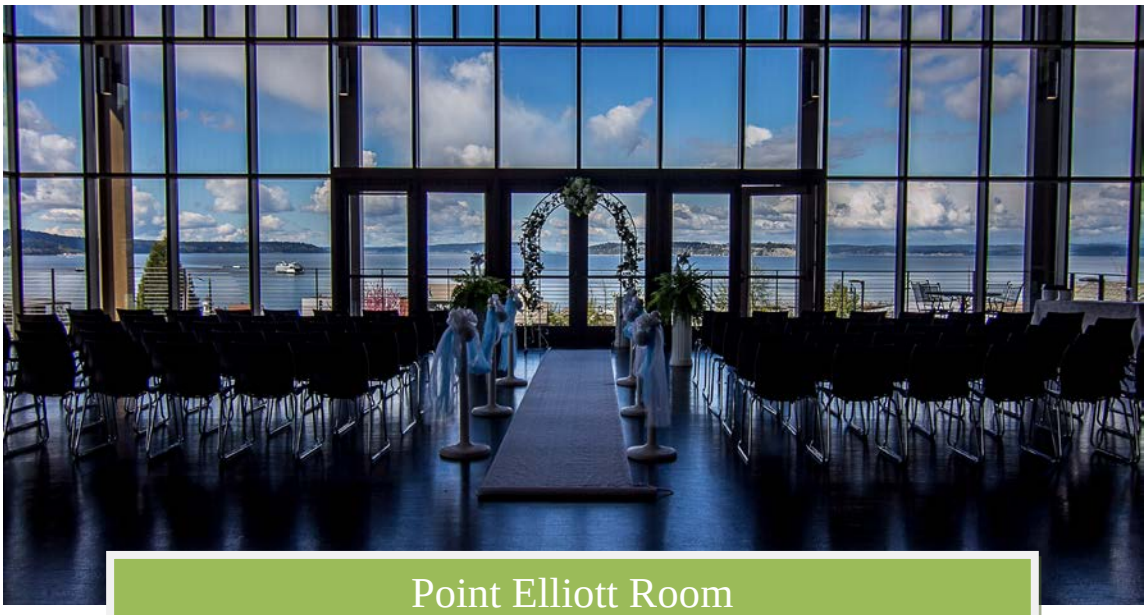
~Rental Rates ~Rental Policies ~Application Form ~Lottery System

Effective January 1, 2016

Rosehill Community Center



Point Elliott Room Balcony



Point Elliott Room

City of Mukilteo
Recreation and Cultural Services Department
304 Lincoln Avenue
Mukilteo, WA 98275
Phone: 425.263.8180
Fax: 425.353.2457
Email: recreation@mukilteowa.gov
Revised: October 2016

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Welcome and thank you for your interest in rental facilities at the Rosehill Community Center. We are committed to providing facilities and services in partnership with the community. The City of Mukilteo Rosehill Community Center reserves the right to change the general operating guidelines as stated herein without prior notice.

WHEN YOU CAN MAKE ROOM RESERVATIONS:

- **Point Elliott Multipurpose Room**

The lottery process for renting the Point Elliott Room for events in 2017 will be as follows:
The lottery will be held the first Wednesday of each month for **all dates** in that month in the following year. The lottery will be held in ***the evening*** at ***6:30pm*** at the front desk at Rosehill Community Center, 304 Lincoln Avenue, Mukilteo, WA, 98275. Applicants must come prepared to submit an application and make payment. Only one person from each rental party may draw a number. We will start the bookings with the lowest number drawn. You will be asked to wait while we take care of each booking. Dates not booked at the time of the lottery become available to book one year to the date. If more than one person shows up to book a date, a lottery will be held.

The lottery will be held: Wednesdays: January 6, February 3, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 7.

***Some dates not available to rent due to holidays or City co-sponsored* events**.
**The community center is closed on all legal holidays and use may be restricted for City events. For questions on availability please call 425.263.8180.*

HOURS OF OPERATION:

- The Rosehill Community Center will be open and staffed during the following operating hours:

Monday – Friday	6:30 am – 9:00 pm (extended rental hours until 12:00 midnight on Friday ONLY)
Saturday	8:00 am – 9:00 pm (extended rental hours until 12:00 midnight)
Sunday	9:00 am - 4:00 pm (extended rental hours until 10:00pm)

- At no time shall rental functions occur past 9:00 pm (Monday through Thursday) or 12:00 midnight (Friday, Saturday), or 10:00pm (Sunday).

DEFINITION OF BUSINESS DAYS: *Business days are considered to be Monday-Friday.*

****RESIDENT RATE IS FOR MUKILTEO RESIDENTS ONLY***

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GENERAL RENTAL POLICIES:

- **The misuse of the facility or failure to conform with the rules, regulations and general information herein and/or the disrespect of onsite staff, will be sufficient cause to immediately terminate an event. This will result in forfeiture of the damage deposit and denial of any future rentals. The onsite staff has the right to determine when and how this should happen and to involve the Police Department at any time.**
- All rental applicants must be 21 years of age or older and must be present during the entire rental use of the facility.
- The person signing either the Rosehill Facility Use Application is the person responsible for the rental and or the Rental Contract or the Outdoor Grounds application will be considered the responsible party in case of damage, theft or disturbance during rental facility use.
- **Mukilteo resident** must be contract holder, attend event, purchase insurance if applicable and pay all fees and deposits to qualify for Mukilteo rate.
- **The person signing the application form** needs to pay, at a minimum, the alcohol and security deposits. **The person signing the application form** is also responsible for the purchase the insurance, the banquet permit, and/or special occasion license and pay the rental fees.
- The City requests that late night departures be as quiet as possible as the facility is in a residential area.
- Renter is responsible for the behavior and conduct of their guests.
- Rosehill facility staff reserves the right to require chaperones and/or security. All minors must have adequate adult supervision as determined by Rosehill staff.
- 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, food, supplies, set up and decorating, and clean up. No next day clean up is allowed. Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.
- Rental fees will not be returned to renters leaving early.
- Only the rooms and time period specified on the Rental Contract will be available for your use on the day of your event.
- Whether live or recorded, performers' conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- Applications may be denied or revoked when 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 during your rental or stored items left in the facility before, during, or after your event.
- No food or drink is allowed on the stage of the Point Elliott Room.
- A small portion of the lobby area outside of the Point Elliott Room may be used for a sign-in table or the like. The public seating area must stay accessible for public use. ***No food or drink may be served from any of the lobby areas of the building.***
- Dress rehearsals can be scheduled 90 days prior to a wedding date, once all rental fees have been paid. The time of the one-hour, no-fee dress rehearsal is dependent on availability of the rental space and takes into consideration recreation classes and other rentals. If you need more than one hour, you will be charged at the room's hourly rental rate.

RENTAL FEES & PAYMENTS:

- Fees may be paid using cash, check, money orders, VISA, MasterCard, or American Express.
- The rental fee is determined by the Rosehill Fee Schedule.
- Rentals occurring in the Point Elliott Room 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 once completed the rental space will then be unlocked. The Event Monitor will be available for turning on the LCD projector, setting up the video screen, controlling the lights and/or any other technical issues that may arise. The Event Monitor will also monitor trash, bathroom concerns, and kitchen operation.

- To help insure the return of your security deposit, the responsible party must sign both the check-in and check-out form and sign and record the time on both forms.
- Room set-up needs must be received a minimum of 30 days prior to the event date. Providing your room set-up plan allows us to be sure we have set aside enough tables and chairs to accommodate your event.

Payment due dates:

- ***Point Elliott Multipurpose Room or Multiple Room Rentals:***
  - Due at time of booking: security deposit, alcohol fee if applicable, and 50% of the hourly rental fees if reservation is more than 90 days away.
  - Final payment is due 90 days prior to rental date including remaining hourly rental fees, and if applicable, Theatre Tech fees.

SECURITY DEPOSIT & ALCOHOL FEE:

- In addition to the rental fees, all Rosehill facility rentals are charged a security deposit. The security deposit amount varies based on the room rented. Refer to the Rosehill Fee Schedule for specific deposit amounts.
- Security deposits are 100% refundable provided the following conditions are met:
  - Room and facility (including outside if applicable) are left in a clean and orderly condition.
  - Use of the area does not exceed the scheduled time.
  - Additional staff time is not required as part of the rental or after the event.
  - All Rosehill equipment is accounted for and undamaged.
  - Damage to the area or its contents has not occurred.
  - All rules and procedures governing alcohol are met.
  - All rules and procedures governing the Rosehill facility use are met.
- If the above conditions are not met to the satisfaction of the Rosehill staff, an appropriate fee will be deducted from the security deposit.
- 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. Rosehill staff reserves the right to contact the Mukilteo Police Department if renters do not vacate the facility at the time indicated on the rental facility application.
- If the cost of cleaning and/or repair of the facility exceeds the amount of the security deposit, the renter will be billed for those additional costs. A cleaning fee will be charged for the cleaning time. Needed repairs will be billed at the full replacement cost incurred, including labor charges.
- Security Deposits paid by credit card will be refunded back to the credit card within fourteen (14) business days after the rental. Security deposits paid by cash, money order or check will be refunded by check within three (3) weeks.

TABLES, CHAIRS and EQUIPMENT:

- The Rosehill Community Center has tables and chairs available for use at no extra charge.
- **You are responsible for your own set up, take down and clean up.**
- On the application, please indicate the number of tables and chairs you will need and the number of people attending your event. For Point Elliott Room rentals, 30 days prior to your rental, submit a design layout for your rental room to assure availability of tables, chairs, equipment to be sure layout meets fire code guidelines. Ask for a blank layout design for the Point Elliott Room.
- The Rosehill Community Center has the following equipment available for event usage. Equipment may be reserved depending on availability.
  - Easels
  - Podium
  - DVD player
  - LCD Projector
  - Portable PA System (comes with one wireless mic)
  - Portable screen
  - Ipod player
- Availability of equipment is on a first-come, first-served basis and must be requested IN ADVANCE.
- At the end of the event, renters are responsible for clean up of tables and chairs. Renter's personal belongings must be removed prior to end of rental time.
- Renters will need to bring all set-up and take-down equipment needed i.e. step stools and ladders.

MUSIC/DJ/BAND/IPOD/TECHNICAL:

- The volume of all music must be lowered by 10:00pm per Mukilteo Municipal Code 8.18.20. Volume must not be heard from the outside. Staff will monitor sound volume levels and may ask renter to lower the volume. If volume levels are not maintained, staff and police will shut off the music.
- DJs are allowed to bring in their own equipment, plug into an outlet and use their own sound system and speakers. We do not allow DJs to run through the house system.
- No music such as DJ, Band, amplified music outside during rental: exceptions include wedding ceremonies and City sponsored events.
- The Rosehill Community Center provides standard connections to the in-house A/V system. Standard connections include VGA and 3.5mm sound. If your laptop or other device does not have a VGA or 3.5mm sound input, you are required to bring your own adapter to fit these inputs or save the file(s) onto a flash drive that is compatible with the laptops Rosehill provides. Compatible formats include MS Office (Powerpoint, Excel, Word, Publisher), PDF, mp3, jpeg, DVD. Don't forget your laptop powercord if bringing your own laptop. To ensure that your files and/or device are compatible with the house A/V system, **we highly recommend that you schedule a time with the Rosehill staff to test your equipment/files to make sure they work**.

DECORATIONS /RENTED EQUIPMENT/OTHER:

- Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is prohibited.
- Candles may be used if they are enclosed in a hurricane-type glass or vase. The rim of the container must be at least an inch higher than the flame. No freestanding or tiered candles are allowed.
- Use of dry ice, fog/smoke machines, sparklers, rice, birdseed, glitter, confetti, petals (real or artificial), silly string, inflatables of any type or dance wax are not allowed either ***inside or outside*** the Rosehill facility. Bubbles may be used outside the building ***only.***
- If you are planning on tossing something as the bride and groom leave, please check with the staff to be sure it is allowed. Do not purchase without checking with us first.

- Any additional equipment brought in by the renter must be pre-approved by the Rosehill staff (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.)
- If you rent equipment or supplies, the delivery and pick up of these items must be arranged a minimum of 14 days in advance with the Rosehill staff and is subject to space availability.
- The use of chalk on any sidewalk or the plaza area is not allowed.

SMOKING:

- **Smoking of any kind (e-cigarettes, vaping, etc.) is not permitted anywhere at the Rosehill Community Center or within 25 feet of any door, window, vent, or passage way**. (Reference Chapter 70.160 RCW: Smoking In Public Places)

BARBEQUES:

- Gas or charcoal barbeques are not allowed inside, on the deck or patios, or grounds of the Rosehill Community Center.

KITCHEN:

- Renters can bring in their own food, have their guests bring food (potluck), or have the food provided by a caterer.
- Caterers can prepare food off-site and deliver it to the Rosehill facility for serving either by the renter or by the caterer. Caterers can perform minor cooking on site, but the majority of the cooking must be performed off-site at a commercial kitchen, the community center kitchen is **not** a commercial kitchen.
- Renters preparing and cooking food in the kitchen for a public event (i.e. pancake breakfast) where money is collected/tickets are sold must get a temporary food service permit from the Snohomish County Health District.
- Only one group can book the kitchen at a time.
- The kitchen is equipped with sinks, shelves, refrigerator, freezer, commercial dishwasher, microwave, ice maker, coffee maker, mobile work table, hot cabinet, oven, and range. It is the responsibility of the renter to provide all cooking, serving, and eating dishes, utensils, and all other items not listed.
- It is the responsibility of the renter to clean the kitchen at the conclusion of the rental. Rosehill staff will provide cleaning supplies and equipment.
- Cleanup includes collection of trash, cleaning of all counters and sinks, cleaning of all appliances, and sweeping and mopping the floors.
- Do not leave dirty dishes in the Props Room. Please wash dishes off if you are leaving them in the Props Room overnight.
- The kitchen has an automatic ice maker.
- The Rosehill Community Center is not responsible for any items dropped off early or left in the building at the conclusion of your rental. Any food left in the Kitchen will be thrown away.

ALCOHOLIC BEVERAGES AT YOUR EVENT:

- Liability insurance is required for **all** events at which alcohol is served or sold. A Liquor Liability Insurance Certificate must be received by Rosehill staff at least 30 days prior to the rental. See the Rosehill Insurance Information Sheet for details on how to obtain this insurance.
- If you hire a licensed caterer or bartender to serve and/or sell alcohol at your event, a copy of their Liquor Liability Insurance Certificate must be received by Rosehill staff at least 30 days prior to the rental.
- You may also need a Banquet Permit or Special Occasion License. See the Rosehill Alcohol Information Sheet for more information.
- Alcohol service is restricted to beer, wine and champagne. Liquor and spirits (gin, whiskey, rum, tequila, etc.) and drinks containing liquor or spirits are prohibited.
- Kegs are allowed under the following conditions:
  1) Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.

2) Licensed bartender will be required to show valid picture identification before tapping and serving.
3) Keg is loaded into Rosehill cooler outside of the building in the parking lot.
4) Keg is tapped by licensed bartender outside of the building in the parking lot. Renter must provide tap.
5) Kegs are only allowed in the Point Elliott Room, Fowler Room, Art Room. Kegs are prohibited in the Christiansen Room, Vancouver Room, Frost Room, Dance Room.
6) Only 2 kegs allowed in the community center and must be inside Rosehill's keg holder.
7) If renter fails to follow the keg policies, renter's deposits will be forfeited.

- Alcohol is permitted in the Rosehill rental rooms but is prohibited in the lobby areas, Game Room, Rosehill Room, lower level rooms, on the grounds, and in the parking lot. All alcohol must be consumed within the rental space.
- **When renting the Point Elliott Room, at least one (1.5) hours before the designated end of your rental time the bar closes.**
- Remember you are responsible for the conduct and behavior of your guests; please make sure they drink responsibly.
- Serving alcohol without the proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by police, immediate shut down of the event, forfeiture of the alcohol security deposit, forfeiture of the rental security deposit, and/or additional fees.
- The alcohol table or bar area must be contained inside the rental room, not on the patio, or deck, or in the lobby. This includes coolers and ice chests. This is applicable to all rental rooms at Rosehill Community Center.
- Consumption of alcohol by minors is prohibited by State law. This law will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called.
- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest's consumption of alcohol including personal use of privately provided alcohol including flasks.
- If you have an event that is open to the public and you are NOT a non-profit organization, you cannot serve or sell alcohol.

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 serving alcohol
  - Events anticipating 200 or more people
  - Events deemed to be high risk
  - Events open to the public
- 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 Rosehill Insurance Info Sheet.

CHECK-IN:

- For your convenience and safety, there is ALWAYS a staff person on duty during your rental.
- Upon arrival at the Rosehill Community Center you must check in at the front counter. We suggest your designated contact person arrive 15 minutes early to conduct the initial check in.
- You will be asked to sign the check-in form and the check-out form before and after the rental. This is helpful to note any pre-existing room conditions so that you are not held responsible for them and in insure that you have cleaned your rental space and left it in the same condition that you found it.
- Pre-event room inspections will not be conducted if you have already begun your set up.

CLEAN-UP and CHECK-OUT:

- All dirty dishes, flatware, serving dishes, glassware, etc. must be rinsed of all food and debris before being stored in our Props Room.
- The renter is responsible for cleaning the rental rooms during the rental time period in accordance with the Rosehill Facility Use Checklist.
- Cleaning supplies and equipment are 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 room 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 Rosehill Facility Check-in Checklist may result not only in additional fees but could also result in 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.
- **When renting the Point Elliott Room, at least one (1.5) hours before the designated end of your rental time, lights need to go up, music stops, bar closes and clean up begins.**
- The applicant is responsible for cleaning as follows:
  Point Elliott Room: Lobby outside the Point Elliott Room, balcony, banquet room, stage, kitchen, blue and green rooms, and making sure anything stored in the Props Room is neatly put away. Wipe off tables and chairs, store them back on racks in their storage room, sweep and possibly mop floors in Point Elliott Room, kitchen, remove all personal items, wipe down kitchen, vacumn blue/green rooms, remove food, rinse dishes before they go back in props room, be sure all trash has been removed to the dumpster.
  Classrooms: Wipe off tables and chairs, store them back on racks in the corner of the room, remove all personal items, vacumn, remove food, be sure all trash has been removed to the dumpster.

UPPER GRASSY AREA & PLAZA AT ROSEHILL: The upper grassy area and/or plaza is available to rent. The rental of this space is coordinated with rentals booked in Rosehill Community Center. Request an Outdoor Rental Packet from the front desk at Rosehill.

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Helpful Hints for a Successful Event

Expecting children to attend your event? HINT: Rent an activity room just for kids
You may want to consider renting one of our meeting rooms for a movie or fun and games to keep the kids occupied. You will need to have an adult in the room supervising the children during the activities. Most kids start to get restless during the evening hours and really need a place where they can relax and get away to enjoy more age appropriate activities. Children are not allowed to run around the building unsupervised.

All children under 12 years of age must be accompanied by an adult.

Set-up/Clean-up? HINT: Plan ahead and hire out of possible.
Keep in mind that the time you need to set-up your room and take-down your room must be scheduled within the rental times as shown within your contract. Be sure to plan ahead and allow enough time in your contract for your set-up and your clean-up. In summary, your rental time needs to be adequate to allow enough time for all of your responsibilities and activities from the time your contract begins (when you enter the room) until the time your contract ends (the time you leave the facility). Additional unexpected time of use will be deducted from your deposit which may include loss of your entire deposit. Remember overage time is charge at time and a half.

Set-up time will vary depending on how elaborate your décor, type of dinner service, number of guest to be seated, etc. Give your set-up crew and/or caterer plenty of time.

Clean-up will normally take a minimum of 1.5 hours for the cleaning of the Pt. Elliott Room alone. Your caterer will normally be contracted for the clean-up of the kitchen and bussing tables only. Some catering companies will extend their contract to include the banquet room clean-up at an additional fee. Be sure to prearrange for this and supply them or other parties who will be doing the clean-up with a copy of our Point Elliott Room Clean-up List. Remember that family and friends have had a long day and don't always appreciate the grueling duty of cleaning up. It is best to hire this out if possible.

How to end the evening? HINT: Let the music and lights give the message.
Our DJ (or other entertainment group) can be the best tool to ending your event smoothly. They should announce the last call and say goodnight 1.5 hours before your rental time ends. With or without the announcement, a member of the staff will proceed to turn up the lights and the music will be turned off 1.5 hours prior to the end of the rental time. This will give you the needed time to clean and be out of the building on time.

Underage guest? Underage drinking is strictly prohibited.
If we suspect a problem, the Rosehill Community Center staff will be called to assess the situation. This could result in the immediate end to your event. No refunds are available if this occurs during your rental, forfeitur of damage deposit will result, and cleaning expenses will be billed to applicant whos signature appears on the rental contract.

Hard Alcohol? Hard alcohol is NOT ALLOWED.
If hard alcohol is found during the rental you will forfeit your security/damage deposit and the police may be called if it continues. No drinking is allowed in the parking lot.

Point Elliott Room Event Clean Up List

Allow a minimum of 1.5 hours for clean up

General Clean-up

You are responsible for the following:

- Wiping down (if necessary) and stacking chairs – 20 chairs per cart
- Wiping down and stacking tables on carts – 6 tables per cart
- Spot mopping the floors as needed
- Sweeping all hard surface floors – we provide the large dust mop to do this
- Vacuuming the lobby outside the Point Elliott Room and the rug in the Blue room as needed
- Garbage must be removed and taken to the dumpster, extra trash bags are available

Failure to do any of the requirements listed above may result in the forfeit of your deposit.

Rosehill Community Center Staff Responsibilities:

- Provide access to chairs and table racks
- Provide cleaning supplies
- Provide large trash can on wheels/wagon to remove the garbage and show client where dumpster is located

Client Responsibilities Point Elliott Room	
Chairs	Wiped down as needed and stacked, 20 per cart
Tables	Wiped down as needed and stacked 6 per cart
Floor	Spot damp mopped as needed and entire floor swept with a dust mop
Garbage	All trash & recycling needs to be emptied and taken to the dumpster
Carpet	Lobby at entrance to Point Elliott Room and Blue Room rug needs to be vacuumed
Equipment & Supplies	All equipment and supplies must be returned to the front desk staff
Decorations	All Point Elliott Room surfaces including walls, doors, chairs, tables, windows, & stage must be cleared of decorations

Client Responsibilities Kitchen	
Floors	Mop and sweep
Surfaces including sinks	Wiped clean of all food residue and debris
Garbage	All trash and recycling needs to be emptied and taken to dumpster
Pilot light on stove	Please keep the pilot light turned on. This means the burners will continue to show a flame. **DO NOT turn off the gas pilot.**
Garbage Disposal	The sinks DO NOT have a garbage disposal, please keep the catch baskets in the sink and empty the baskets as needed in trash.
Dishwasher	Please turn it to the off position
Refrigerator	All food and drink to be removed
Equipment & Supplies	All personal equipment and supplies must be removed from the kitchen.

Any questions please call the Rosehill Community Center at 425.263.8180

Rental Fee Schedule—2016—Rosehill Community Center Rates

Effective January 1, 2016*

Point Elliott - ALL Year-Monday thru Friday	**Resident Fee***	**Non-Resident Fee***	**Non-Profit Fee***
Full Room/Kitchen, Blue & Green Rooms	$120/hr	$185/hr	$120/hr
Full Room w/Kitchen Only	$110/hr	$165/hr	$110/hr
Window Half w/Kitchen, Blue & Green Rooms	$70/hr	$105/hr	$70/hr
Window Half w/Kitchen Only	$65/hr	$100/hr	$65/hr
Stage Half w/Kitchen, Blue & Green Rooms	$65/hr	$95/hr	$65/hr
Stage Half w/Kitchen Only	$60/hr	$90/hr	$60/hr
Point Elliott - May thru September-Saturday	**Resident Fee***	**Non-Resident Fee***	**Non-Profit Fee***
10-Hour Block Minimum			
Full Room w/Kitchen, Blue & Green Rooms	$1,400	$2,750	$1,400
Additional Hours:	$140/hr	$275/hr	$140/hr
Point Elliott - October thru April-Saturday	**Resident Fee***	**Non-Resident Fee***	**Non-Profit Fee***
10-Hour Block Minimum			
Full Room w/Kitchen, Blue & Green Rooms	$1,300	$2,200	$1,300
Additional Hours:	$130/hr	$220/hr	$130/hr
Point Elliott - ALL Year-Sunday	**Resident Fee***	**Non-Resident Fee***	**Non-Profit Fee***
10-Hour Block Minimum			
Full Room w/Kitchen, Blue & Green Rooms	$1,300	$2,200	$1,300
Additional Hours:	$130/hr	$220/hr	$130/hr
Security Deposit			
Point Elliott - Monday thru Thursday:	$250		
Point Elliott - Friday, Saturday or Sunday:	$400		
Alcohol Fee			
Point Elliott Room	$150		

All Fees Subject to Change

V:Rec/RentalInfoPackets/RosehillCommunityCenter (Rev. Oct. 2016)

Classrooms / Additional Rooms-ALL Year	Resident Fee*	Non-Resident Fee*	Non-Profit Fee*
Vancouver, Frost & Fowler	$36/hr	$45/hr	$36/hr
Christiansen	$45/hr	$60/hr	$45/hr
Dance	$45/hr	$60/hr	$45/hr
Art	$45/hr	$60/hr	$45/hr
Blue & Green Rooms	$30/hr	$40/hr	$30/hr
Kitchen	$25/hr	$35/hr	$25/hr

Security Deposit*	Additional Charges
Classrooms, Kitchen, Dance or Art Room	$50

Alcohol Fee*	
Classrooms, Kitchen, Dance and Art Room	$50

Theater Technical Service Fee*:	$30/hr

Outdoor Venues**	
Upper Grassy Area or Plaza (3 hour minimum)	$300 ($100/hr)
Security Deposit	$200
Historical Light Station (2 hours)	$300
Security Deposit	$200
Active Military	$200 security deposit only
Wedding Circle (3 hours)	$75
Additional hours	$15/hr

****NO food allowed at Outdoor Venue functions**

To Make a Rental Reservation:

-Application & Rental/Alcohol fees & Security osit

Classrooms-100% rental fee due at booking;

Point Elliott Rm-50% of rental fee due at booking with balance paid 90 days prior to Event

For complete rental details:

-Point Elliott Room - http://www.ci.mukilteo.wa.us/files/doc_PE.pdf

-Classrooms: http://www.ci.mukilteo.wa.us/files/doc_Classroom.pdf

****Resident Rate Only For Mukilteo Residents***

All Fees Subject to Change

CANCELLATIONS, REFUNDS, AND DATE CHANGES:

Point Elliott Room Policy:

Monday-Thursday Date Changes to Point Elliott Room Reservations:

• All date change requests must be received in writing (email is acceptable).
• Approval of a date change is subject to Rosehill facility and staff availability.
• After booking a reservation, the renter has 14 business days to change the date, notice in writing required, all fees transfer.
• Date changes made 15 business days or more after initial booking, renter will forfeit security/damage deposit, new security/damage deposit required, rental fees and alcohol fee transfer.

Friday, Saturday, Sunday Date Changes to Point Elliott Room Reservations:

• All date change requests must be received in writing (email is acceptable).
• Approval of a date change is subject to Rosehill facility and staff availability.
• Date changes received 90 days or more prior to rental: forfeiture of security/damage deposit; you will be charged a new security/damage deposit, room fees and alcohol fee will transfer to new date.
• Date changes received 89 days or less prior to rental: forfeiture of the security/damage deposit, alcohol fee, and room fees. The new date will be treated like a new booking.

Monday-Thursday Cancellations, Refunds for Point Elliott Room Reservations:

• All cancellations/changes by the renter must be made in writing (email is acceptable).
• Cancellations received 90 days or more prior to rental: 100% refund of hourly rental fees and alcohol fee, forfeiture of 50% of security/damage deposit.
• Cancellations received 89 days or less prior to a rental: forfeiture of security/damage and alcohol fee, and forfeiture of 50% of the room rental fee.

Friday, Saturday, Sunday Cancellations, Refunds for Point Elliott Room Reservations

• All cancellations and changes by the renter must be made in writing (email is acceptable).
• Cancellations received 90 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol fee. The security/damage deposit will not be refunded.
• Cancellations received 89 days or less prior to rental: No fees or deposits will be refunded.
• A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

No Shows:

If a rental does not show for their scheduled rental, it will be treated as a cancellation, the security/damage deposit, alcohol fee, and room rental fees will be forfeited.

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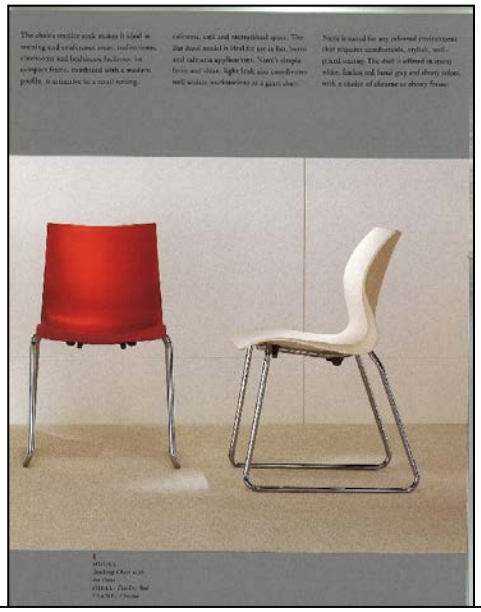
EQUIPMENT FOR USE:

The Rosehill Community Center has the following equipment available for event use, when available. Availability of equipment is on a first-come, first-served basis and must be requested IN ADVANCE.

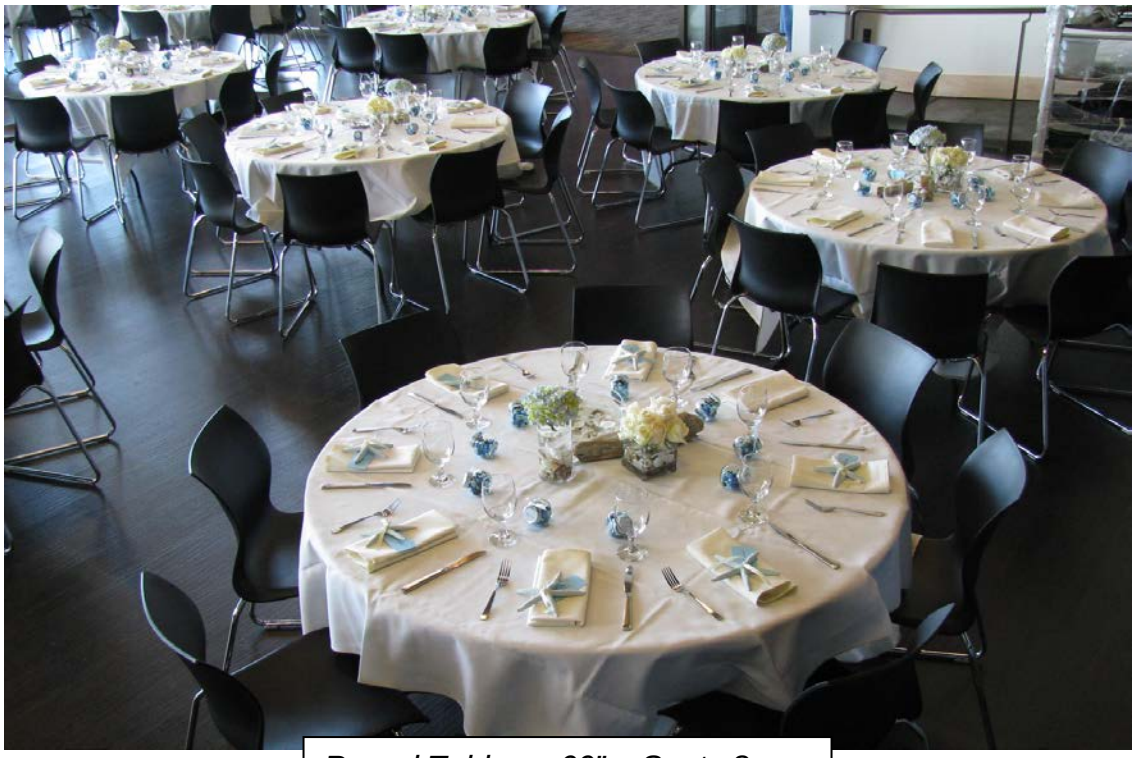
- Easels, Podium, Wireless Mic, DVD, LCD Projector, Portable PA System

Tables and Chairs at Rosehill Community Center



*Chair – at Rosehill Community Center the chairs are **black** with chrome*

Rectangular Tables –2' x 4.5'



Round Tables – 60" – Seats 8

Rosehill Community Center Upper Level Room Layouts & Occupancy

Upper Level Rosehill Community Center Rooms

Room Name	Dimensions	Occupancy with Round Tables & Chairs	Theater Style Occupancy (No tables)	Occupancy with Rectangle Tables & Chairs	Amenities
Point Elliott Full Room	52' x 66' 3,432 sqft.	216 27 rounds/8 each =	450	200 (Rosehill has 60 rectangular tables 2' x 4.5'; each table seats 2; renter needs to provide any add'l rectangular tables as needed)	Includes floor-to-ceiling windows, outside deck, sound and preset lighting system, kitchen, stage, green room. Tables and chairs are included in rental.
Stage only	44' x 32' 1,408 sqft.		40-50		Can be used for performance, recital: no food or drink
Pt. Elliott - "A" - Stage Half only	52' x 30' 1,560 sqft.	80 10 rounds/8 each =	100-125	80	Tables and chairs included in rental.
Pt. Elliott - "B" - Window Half only	52' x 36' 1,872 sqft,	15 rounds/8 each =	100-125	80	Includes tables and chairs.
Green Room	15' x 15' 225 sqft.	8 1 round/ 8 chairs			Mirror, sink, all purpose floor.
Blue Room	22' x 17' 374 sqft.	16 2 rounds/16 chairs			Restrooms, mirror, all purpose floor.
Kitchen	388 sq. feet				

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.
- Caterers may submit their Class I license in lieu of the rental group obtaining a special occasion license. The Special Occasion License or Caterer Class 1 license must be posted in the rental space during the event. If a renter is planning on using the Caterer's Class I license, the Business License must have the endorsement and they must provide us with a copy of their license with this endorsement.
- 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.
- The actual Banquet Permit or Caterer's Business License with endorsement must be posted in the facility during the event

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.
- Caterers may submit their Class I license in lieu of the rental group obtaining a banquet permit. If a renter is planning on using the Caterer's Class I license, the Business License must have the endorsement and they must provide us with a copy of their license with this endorsement.
- Liquor liability insurance is required for **all** events. The Liquor Liability Insurance certificate must be received by the community center 30 days prior to the rental.
- Alcohol 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.
- The actual Banquet Permit or Caterer's Business License with endorsement 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

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

EVENTS THAT REQUIRE INSURANCE INCLUDE BUT ARE NOT LIMITED TO:
• **Events serving alcohol** • **Events anticipating 200 or more people** • **Events deemed to be high risk** • **Events open to the public**

GENERAL LIABILITY INSURANCE:

- The renter shall produce and maintain for the duration of the Facility Use Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with use of the Rosehill Community Center facilities.
- Insurance must cover premises, products, completed operations and contractual liability. The City of Mukilteo shall be named as an "additional insured" with the endorsement on the renter's General Liability insurance policy. The General Liability insurance shall be written with limits no less than $1,000,000 each occurrence and $2,000,000 general aggregate.
- The insurance policy shall contain, or be endorsed to contain, that the renter's 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 renter's insurance and shall not contribute to it.
- The renter shall furnish the City of Mukilteo with an original certificate and a copy of the amendatory endorsements, including the "additional insured" endorsement, evidencing the insurance requirements of the renter 30 days prior to the rental date.

LIABILITY INSURANCE FOR EVENTS SERVING ALCOHOL:

- Liability Insurance is required for **all** events at which alcohol is served or sold. The Liability Insurance Certificate must be received by the Rosehill Community Center at least 30 days prior to the rental. See the Rosehill Community Center Alcohol Information Sheet to determine if you also need a Banquet Permit or Special Occasion License.
- Liability Insurance must include the following:
    - Alcohol liability clause
    - Limits of no less than $2,000,000 general aggregate and $1,000,000 per person/per incident
    - City of Mukilteo must be 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

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 City of Mukilteo's insurance broker, Washington Cities Insurance Authority (WCIA). The cost of this insurance will vary. The instructions below describe how to get a quote or purchase insurance through WCIA.

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 code:

- Rosehill Community Center: ID Code 0465-107

The Renter answers questions about the event.
Do not click the Liquor Liability button unless you are selling alcohol.

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.

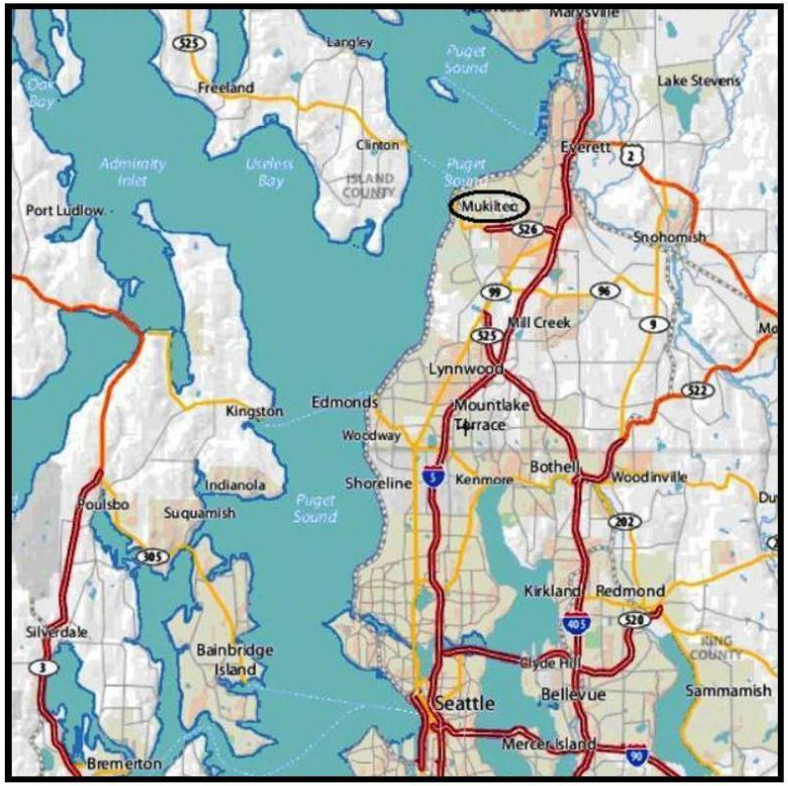
Rosehill Community Center *Historic Light Station* *Covered Picnic Shelters* *Wedding Circle*

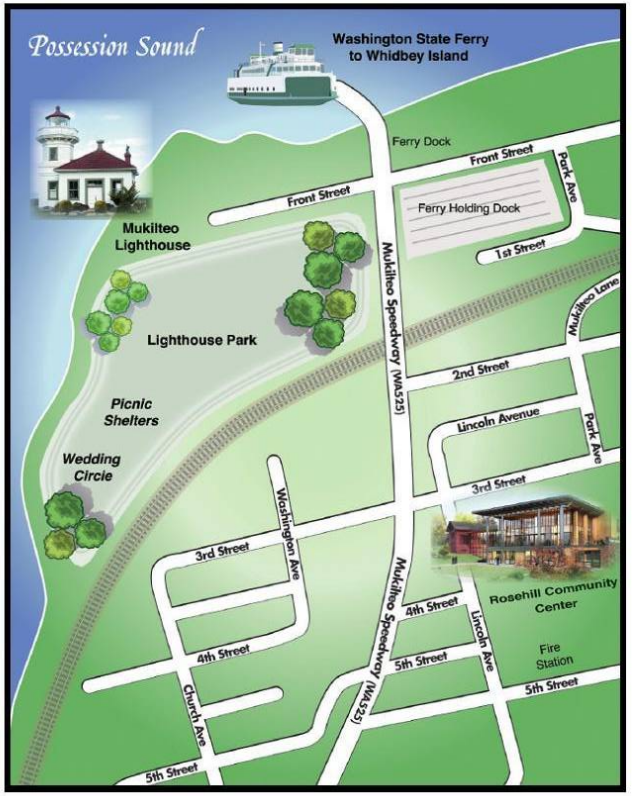
425.263.8180 recreation@ci.mukilteo.wa.us

Rosehill Community Center
304 Lincoln Avenue
Mukilteo, WA 98275

Lighthouse Park
609 Front Street
Mukilteo, WA 98275

Mukilteo Historic Light Station
609 Front Street
Mukilteo, WA 98275





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Rosehill Community Center
Frequently Asked Questions

304 Lincoln Avenue, Mukilteo, WA 98275
Phone: 425.263.8180 Fax: 425.353.2457
recreation@ci.mukilteo.wa.us

Q: Can I check room availability online?
A: You will need to call the Rosehill Community Center at 425.263.8180 or send an email to recreation@ci.mukilteo.wa.us to check availability.

Q: How many people can the Point Elliott Room accommodate?
A: The Point Elliott Room can accommodate up to 216 guests at 60" round tables or up to 450 auditorium-style.

Q: What hours is the Rosehill Community Center open? What hours can I rent rooms?
A: The Rosehill Community Center is to be open and staffed during the following hours:

Monday – Friday	6:30 am – 9:00 pm (extended rental hours until 12:00 midnight for Fridays only)
Saturday	8:00 am – 9:00 pm (extended rental hours until 12:00 midnight)
Sunday	9:00 am – 4:00 pm (extended rental hours until 10:00pm)

At no time shall rental functions occur past 9:00 pm (Monday through Thursday) or 12:00 midnight (Friday, Saturday) or 10:00pm (Sunday).

Q: Is the public allowed in the building when I'm holding an event at Rosehill Community Center?
A: If your event is during normal operating hours, then yes, the public may be in the building. However, the room(s) you rent will be just for your guests - the general public will not be allowed to walk through or use your rented space. If your event is after hours, the public will not be allowed in the building.

Q: Is the Rosehill Community Center open on holidays?
A: The Rosehill Community Center is 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 Rosehill Community Center is not available for extra hour rentals on 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), Boo Bash (October), Tree Lighting (December).

Q: Do you provide the linens, dishes, serving pieces, etc. for rentals at Rosehill Community Center?
A: We do not provide these items but they can be procured through your caterer or rental company.

Q: What equipment, facilities, and staffing come with my rental of a Rosehill Community Center room?
A: Rental of Rosehill Community Center rooms includes tables, chairs, sound system (Pt. Elliott Room only), lighting, and window coverings.

Q: When do you accept deliveries?
A: Deliveries can be made at the start time of your contract. Depending on availability, we may be able to accept deliveries earlier than your start time. Please contact the Rosehill Community Center at 425.263.8180. All items must be removed by the end of your event.

Q: Who will set up my tables and chairs? Who will take down the tables and chairs and clean up after the event?

A: The set up of tables and chairs, takedown of tables and chairs, and cleaning of the room after the event are the responsibility of the renter. You must perform these tasks during your contracted rental hours and you must leave the room the way you found it. You will not be allowed into your rental space until the contracted start time. You can find in the resource portion of the rental packet a list for clean-up and take-down services.

Q: Can I arrive early or the night before to set up my event?

A: Set up time must be part of the contracted event time. If you wish to come in early or the night before, you are welcome to rent the space, based on availability. Arriving earlier than your contracted start time will incur additional cost.

Q: Our event is going to end very late at night. May we come back the next day to clean up?

A: When booking your event you must include enough time for delivery of equipment, food, and supplies, for set up and decorating, and for clean up. No next day clean up is allowed. Cleaning supplies are provided.

Q: What is the charge if my event runs over the contracted hours?

A: Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.

Q: What are your catering rules and regulations? Can we provide our own food? Can we have a potluck?

A: You are welcome to bring your own food, have a potluck, or have a caterer of your choice. The Kitchen is not a commercial kitchen but it does include ovens, stove, refrigerators, freezers, and a commercial dishwashing system. We suggest that you bring prepared food and use the Kitchen for warming, service preparation, and dishwashing. Please see the *Kitchen Amenities* list to determine what is and is not included.

Q: Are we required to use one of the caterers listed on your *Caterers & Event Resources* list or can we bring in a caterer of our choice?

A: The City of Mukilteo allows you to bring in any caterer of your choice.

Q: Does the Rosehill Community Center charge a Catering Fee?

A: No.

Q: Can we use barbecue grills or propane tanks to cook food for our event?

A: Barbecue cooking is permitted at Lighthouse Park but it is not permitted at Rosehill Community Center.

Q: Is alcohol service allowed at the Rosehill Community Center?

A: Yes, alcohol is allowed in the Point Elliott Room and in the classrooms. Please see the *Alcohol Information* sheet for information on alcohol use, service, and required insurance.

Q: What type of alcohol can we have at our event at the Rosehill Community Center?

A: Beer, wine, and champagne may be served. Hard liquor is not allowed.

Q: Who can serve alcohol during our event?

A: Beer, wine and champagne in **bottles or cans** does not require a State of Washington licensed bartender. Kegs are allowed under the following conditions:

1) Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
2) Licensed barternder will be required to show valid picture identification before tapping and serving.
3) Keg is loaded into Rosehill cooler outside of the building in the parking lot.
4) Keg is tapped by licensed bartender outside of the building in the parking lot. Renter must provide tap.
5) Kegs are only allowed in the Point Elliott Room, Fowler Room, Art Room. Kegs are prohibited in the Christiansen Room, Vancouver Room, Frost Room, Dance Room.

6) Only 2 kegs allowed in the community center and must be inside Rosehill's keg holder.
7) If renter fails to follow the keg policies, renter's deposits will be forfeited.

Insurance and a banquet permit or special occasion license is also required.

Q: When and where can alcohol be distributed at Rosehill Community Center?

A: Service is allowed during your rented event hours. Alcohol service must end 1.5 hour prior to your contractual end time, when renting the Point Elliott Room. For example, an event ending at 12 midnight will do last call at 10:30 pm. When renting the classrooms, alcohol service must end 1.0 hour prior to your contractual end time. All alcohol must be consumed within your rented rooms and decks – it is not allowed in the hallways or lobbies. The serving of alcohol must take place inside the rental room, not on the patio, deck, plaza, or lobbies. Keg coolers, other coolers or containers of alcoholic beverages are not allowed on the patio, deck, plaza, or lobbies.

Q: Do you require event insurance? What does this involve? When must I provide a copy of the completed insurance?

A: Insurance may be required depending on the size of the event and whether alcohol will be served. For Rosehill Community Center rentals, please see the *Insurance Information* sheet. For Lighthouse Park rentals, please see the *Picnic Shelter Rental Guidelines* or the *Mukilteo Light Station Rental Information*.

Q: Am I required to obtain a Permit for my private event? May I have a cash bar at my private event?

A: When serving any alcohol at your event, you must obtain a Banquet Permit at **https://liq.wa.gov/licensing/online-banquet-permit.** During your event, the Permit must be posted in a conspicuous place. You cannot have a cash bar at a private event. Alcohol must be provided free of charge or brought to the event by those attending. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. Events open to the general public may not serve alcohol. Please see the *Alcohol Information* sheet for information concerning using a caterer's business license with endorsement in place of a banquet permit.

Q: Do I need a Special Occasion License for my non-profit fundraising event? May we sell alcoholic drinks at our fundraising event at Rosehill Community Center?

A: Yes, you must have Special Occasion License if your non-profit organization is holding an event 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.) See site for fee. 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 non-profit organization. A copy of the approved Special Occasion License must be received by Rosehill Community Center 30 days prior to the use of the facility. Please see the *Alcohol Information* sheet for further information regarding use of the caterer's business license with endorsement in place of the special occasion license.

Q: If we are charging admission and/or opening our event to the public, must I submit any paperwork to the Rosehill Community Center?

A: Yes, if your event charges an admission fee or is open to the public you will need event insurance. Please see the *Insurance Information* sheet.

Q: How old must I be to rent a room at Rosehill Community Center?

A: All rental applicants must be 21 years of age or older and must be present during the entire rental use of the facility. The person signing the *Rosehill Facility Use Application* and the Rental Contract will be considered the responsible party in case of damage, theft or disturbance during rental facility use.

Q: Our event is for children and teens. Do we need to have adults at the event?

A: Rosehill Community Center staff reserve the right to require chaperones and/or security. All minors must have adequate adult supervision as determined by Rosehill staff.

Q: Our event might end earlier than planned. Can we get a refund if we leave early?
A: No, rental fees will not be returned to renters leaving early.

Q: We are renting the Point Elliott Room for a large event. If other rooms are vacant during our event, may we use them?
A: Rental of the Point Elliott Room includes use of the Kitchen, Stage, Blue Room, Green Room, Props Room, and deck. You may also use the Lobby for non-food and non-beverage items, although you will not have exclusive use of that area. If you also want to use the classrooms, you must rent them separately – their use is not included in your rental contract. Neither alcohol or food may be served in the Lobby because it is a common use area open to minors. The Game Room and the Rosehill Room are open public areas and are closed for use when the building is closed to the public.

Q: We are holding an adult-only performance event. Are there any limitations?
A: Whether live or recorded, performers' conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

Q: Is there any reason the Rosehill Community Center might cancel my reservation?
A: It is very unlikely that your reservation will be cancelled by Rosehill Community Center staff. If we do have to cancel it, your deposit and any rental fees paid will be refunded. However, reservations may be denied or revoked when an applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the *Rosehill Facility Use Application*.

Q: Can I decorate the rooms I'm renting at Rosehill Community Center?
A: Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is not allowed. Candles may be used if they are enclosed in a hurricane glass or vase. Use of dry ice, fog/smoke machines, rice, birdseed, glitter, sparklers, confetti, petals whether real or fake, and dance wax are ***not*** allowed either inside or outside the Rosehill facility. Bubbles are permitted outside the building. Any equipment brought in by the renter must be pre-approved by the Rosehill staff (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.) Obtain easy release tape from the front office for taping down floor cords. This tape is not allowed anywhere else in the space.

Q: Is smoking allowed at Rosehill Community Center?
A: Smoking is not permitted anywhere at the Rosehill Community Center or within 25 feet of any door, window, vent, or passage way. (Reference Chapter 70.160 RCW: Smoking In Public Places).

Q. What forms of payment may I use?
A: Fees may be made using cash, check, money orders, VISA, MasterCard, or American Express.

Q: Do I have to pay for Rosehill Community Center staff in addition to my rental fee?
A: Rosehill Community Center staff will determine the appropriate staffing level required for your event. If additional staff is needed, an hourly fee for an Event Monitor or Theater Technician will be added to your rental fee.

Q: When do I need to pay for my Point Elliott Room rental?
A: The security deposit and 50% of the hourly rental fee is due at the time of booking to hold your reservation. For the Point Elliott Room or multiple room rentals, final payment is due 90 days prior to rental date. For other room rentals, final payment is due 30 days prior to rental date.

Q: Can I have the flowers/cake/rentals delivered ahead of time? Can I leave them for pick-up the next day/business day?

A: All rentals and deliveries should be coordinated with Rosehill Community Center staff. Generally all items must be delivered and picked-up on the same day as the event so as to not interfere with other events. Special arrangements can be made as events allow.

Q: Are we allowed to have a DJ or a band?

A: Yes. The City of Mukilteo does have a noise ordinance that goes into effect at 10:00 pm, but your Event Monitor will monitor the noise level outside and let you know if the music becomes too loud.

Q: Can we throw rice, birdseed, confetti, etc.?

A: No. Rice, confetti, birdseed, glitter, silly string or petals whether real or fake or any other article that creates debris is prohibited. Bubbles are permitted outside the building only. Check with Rosehill staff before purchasing.

Q: Is there an outside courtyard, deck or garden area? View of the water?

A: At Rosehill Community Center, most of the rooms have beautiful views of the water. There is an outside deck included in the rental of the Point Elliott room.

Q: Is parking available?

A: Yes, there are two parking lots adjacent to Rosehill Community Center. Parking is free and is first-come first-serve.

Q: How do I find Rosehill Community Center?

A: We are conveniently located about 30 minutes north of Seattle, just off Interstate 5. Directions with a map are available at this link: *Driving Directions*.

Q: Who qualifies for a non-profit rate?

A: Any 501c3 non-profit entity and government agency qualify for the non-profit rate.

Q: Is Rosehill Community Center accessible?

A. Yes, the entire facility is ADA accessible to persons with disabilities.

Outdoor Plaza/Grass Area at Rosehill

Q: Can I use the plaza or grassy area for my wedding or reception

A: The Plaza and Grassy Area are available for Wedding Ceremonies ONLY. No receptions are allowed. There is no food, no beverages, except water, and no alcohol allowed in the outdoor spaces. Please request an Outdoor Rental Packet for complete information.

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Caterers and Event Resources for Weddings, Receptions and Special Events

This information is updated twice a year, June and December. (revised 1/2016)

To create the perfect event you might need a little help. These local businesses can provide some of the services you'll need. But you are not limited to these businesses – you may choose anyone you like. Mukilteo Recreation and Cultural Services Department does not evaluate or certify these businesses. Remember to ask for references and talk to previous clients to make sure you'll be happy with the end result.

Accommodations

Hilton Garden Inn, Mukilteo, 425-423-9000)
Silver Cloud, Mukilteo, 425-423-8600
Staybridge Suites, Mukilteo, 425-493-9500
Towne Place Suites by Marriott, Mukilteo, 425-551-5900

Bakeries & Specialty Cakes

Albertsons, Mukilteo, 425-347-3060
Babycakes, 425-780-1666
Central Market, Mill Creek, 425-357-3240
Dutch Bakery, Marysville, 360-653-3766
Happy Cakes and Events, Gay Soriano, 425.303.9285 or 425.737.6167
Just Desserts! Lisa McCammond & Sabrina McIntosh, Stanwood 360-572-4646
J. W. Desserts, Whidbey Island/ Clinton, 360-341-1827
Karl's Bakery & Coffee Shoppe, Everett, 425-252-1774
Kelli's Cake Creations, 206-371-7130
Sweet Buffet Lady, Wendy Amundsen, 425.879.1009
The Sydney Bakery & Winery, (425) 374-8297
Shoofly Pie Co., Seattle, 206-938-0680
Edmonds Bakery, Edmonds 425-778-6811, edmondsbakery@comcast.net
Pasteles Finos Del Angel, Seattle 206-225-1127
QFC, Mukilteo, 425-290-6166

Bartending (also see Caterers)

Cocktail Bartenders for Hire, Shoreline, 206-930-6726
Kevin Collison, Lake Stevens, (224) 619-5584
Deana Harris, Bothell,(206) 200-0899
Pour Girls and Some Guys, Seattle, 206-248-2290, 206-719-0996
Shake Bartenders, 206-200-3006
Tasteful Tending, Marysville, 425-238-6146
Spectrum Event Services, 206-229-8713, lawrencekyle@gmail.com
The Invisible Hostess, Seattle, 206-227-8572

Caterers

Act 3 Catering, Tukwila, 425-251-9102
Alexa's Catering, Bothell, 425-402-1754
Barry's Catering, Everett, 425-252-5036
Blue Ribbon Off-Site Catering, 2501 Fairview Ave, E. Seattle, 206.328.2442
Buca di Beppo, 4301 Alderwood Mall Blvd, Lynnwood, 425.744.7272
Cabbage Patch Restaurant & Catering, Snohomish, 360-568-9091
Celebrate! Catering, Everett 425-338-1533
Celebrations Catering Services, Lynnwood, 425-771-7508
Chef to Go, Bothell, 206-229-3676
Chef du Nord Catering Services 425-463-8499, bonappetitseattle@icloud.com
Classic Hospitality Services Michael Cowart, 115 S. Brandon, Seattle 98108, 206.547.3181
Curries – Indian Cuisine, Everett, Deep Singh Sidhu, curriesineverett@gmail.com 425.265.1200
Design Perfect inc Catering, 425-467-8129
Double Barrel BBQ, 360-770-7427
Eat drink catering, 206-328-2195
Foodz Catering, Seattle, 206-297-9634
Grapeseed Catering 206-218-9791, Robert Schaudt

Green Apple Events & Catering, Kirkland, 206-755-9575
Heart of a Child, Joey Owens, 360.386.9906
Java Haus 510 2nd Street, Snohomish 98290360.568.7090
Lisa Dupar's Pomegranate Catering, 425-556-5972
The Midnight Kitchen, Whidbey Island, 360-321-2796
Moveable Feast Catering, Marysville, 360-474-0113
My Kitchen Catering, Everett, 425-742-2837
Pacific Northwest Catering, Seattle, Matthew McKay, 425-478-6179 (Cell)
Pacific West Catering, Mukilteo, 425.903.4623
Panera, Lynnwood, Andrea Farrell, 425-774-1416
Pasteles Finos Del Angel, Seattle, 206-225-1127, Chef Miguel Hernandez
Parnita's Cakes & Catering, 425-486-2186
Portage Bay Café & Catering, 206-551-4084
Ravishing Radish Catering, Seattle, 206-860-7449
Red Cup Café, Mukilteo, 425-348-4825
Rent-a-Chef Catering, Seattle,206-622-8199
Shooby Doo Catering, Edmonds, 425-361-1725
Sprinkled in Seattle, Katie Slayton,425-999-0712
Bon Appetit/Sodo Ktchen Laura Wilkens, Seattle 206.318.1879
Special Occasions, Seattle, 206-527-1253
Sweet Stuff, Bothell, 425-501-6741
The Sydney Bakery & Winery, (425) 374-8297
The Butler Did It! Catering, Lynnwood, 425-967-5088
The Catering Company, Kirkland 425-825-7230
Tuxedos & Tennis Shoes Seattle, 206-932-1059
Twelve Baskets Catering, 425-576-1000
Zahn Gourmet Catering, Everett, 425-745-4020
Me! Me! Babycakes, 425-269-3196, memebabycakes@gmail.com
The Upper Crust, Joey DeYoung, 206-783-1826, joey@theuppercrustcatering.com
Herban Feast, BJ Duft, 206-932-4717, marketfresh@herbanfeast.com
Chefs Table Private Dining, Jenn Strange, Seattle 206-484-2774, Chef@PrivateEventDining.com
Pyramid Catering, Ben Jablonsky, Seattle 206-691-9918
Masala of India Cuisine, Sanjay Sharma, 206-417-1118/425-481-9000
Renton Technical College, Dean Field, Renton 425-235-2352 Ext. 2038
Rose's Classic Catering, Jean Cole, 425-772-2292
Gourmet Touch, Janice Tomlinson, Kirkland 206-795-9258
Veraci Pizza, Seattle 206-525-1813
Kay Catering, 206-229-5297
Barry's Catering, Kris Barry, 425-252-5036
Seasoned in Seattle, Andy Celli, 206-723-5596
Foodz Catering, Shelby Sewell, 206-297-9634
Kaspars Special Events & Catering, Seattle 206-298-0123, info@kaspars.com
Lifescore Events, Trever Tuck, 425-512-7975, Includes DJ

Coffee Service
Java Haus 510 2nd Street,Snohomish 98290360.568.7090
Red Cup Coffee, Mukilteo, 425-348-4825
Starbuck's Coffee, Mukilteo, 425-493-6839
The Sydney Bakery & Winery, (425) 374-8297
Whidbey Coffee Company, Mukilteo, 425-347-5390

Entertainment
206 Events, Troy Whalen 206.250.3335
Adam's DJ Service, 253-952-2156
Bamboo Beats, Isaac Dyckhoff, 206-406-2725/Joann Dyckhoff 206-406-2929
Animate Objects. Ileigh Reynolds, 206-829-9034
Cameo String Quartet Jennifer Sokol, 206-453-5969
Catch The Beat, Snohomish, 425-335-4559
Charles DJ Service, Everett, 425-212-8807
City DJ, Edmonds, 206-228-1206
Craig Lawrence Band, Mountlake Terrace, 425-775-0347

C.C. Adams Band, Babette & Craig, 360.420.2535
Creative Soundz Ben & Scott, 425.772.7972
Critical Sound, Everett, 425-337-9290
Darin Hanson/Mobile Deejay 206.853.4629
DJ Rob Nice, 206-290-7764
DJRT A Seattle Wedding DJ Service, Ryan Tilton 877-411-DJRT
Flute & Guitar, Al Smith 425-232-8103, Kristi Wiant 425-772-7203
Gold Rush, Mill Creek, WA, 425-760-0500
Guitarist - Martin Holota, Acoustic, Electric, Vocals, 425.263.2468
IvyLane - Guitar, Vocals, 425-681-2575
ILLEET Entertainment (DJ), Jason Tokita, 760-473-9800, info@illeetentertainment.com
Jeremy Young, 360-691-5841
Julian Catford, Guitarist, 206-546-5487
Linda Wooding, Flutist, pianist 425-512-5566
Rose Hill String Players, Mukilteo, WA, 425-353-2346
Mobile One Disc Jockey, 425-712-3113
Monica Schley (Harpist), Seattle, 206-720-6486
Music Man, Everett/Seattle, 206-525-4200
Good Vibrations Mobile Sounds, Joe Lienhard "DJ" 360-653-3515, 425-750-5569, DjJoe94@gmail.com
Gwen Dee Warren, Piano, 425-879-7664
Just Released, Lisa Callahan & Tom Erak 425-239-6048
Paola's Expressions Taylor Hayden, 206.826.1084
PJ Parsons Presents PJ Parsons, 425-772-9967
Seattle Wedding Harpist, Bothell, 425-622-4223
Seeley Music Productions, Woodinville, 206-465-1988
The Tropics. Greg Boehme, 425-679-1178 cell
Otto-Matic Mobile Music DJ Service
Otto Olson, 425-750-4111
Performing Artistry for Any Occasion, 425-870-1942
Puget Sound DJ, Alan Chitlik 206-890-2930
Rainier Mobile Music, 206-795-0676
DJ SuperDave Super Dave206-261-0908 dj@aradiodj.com
Taylor Sound, Joel Taylor, Everett, 425-327-4725
Tony & the Rat Pack, Tony McArthy, Seattle, 206-383-1185
Geoffrey Castle
Music De-Lite DJ Service, Robert Bonham, 360-456-1578, musicdelite@comcast.net
Moose Mobile Music, 360-678-2926 / 425-238-4948
RainCity DJ, Kevin & Danielle Bingham, Kirkland 425-780-0878, raincitydj@hotmail.com
Bubbleman, Garry Golightly, Seattle 206-781-6749, bubbleman.com@gmail.com
Integral DJs, Marc, 206-850-5840, info@integraldjs.com
Greensleeves Harp Music, Susan O. McLain, 206-932-1861, greensleevesharp@aol.com
Wedding Ceremony Pianist, Terri Anson, Whidbey Island 360-321-8621
DA Productions DJ Services, David Anderson & Colin Webb, Everett 425-244-6061
Deano the Clown, 206-324-5055/360-730-7992
DJ Brian Hartbeat, 253-670-5398
Guitar by Ford, Ford Giesbrecht, Everett/Camano Island 360-631-0661
DJ Stevie P, Steven Pfeiffer, 425-244-7788
DJ Skippy, Christopher Drake, 206-954-6701

Florists

Adele's Flowers, Everett, 206-967-9275
Albertson's Floral Department, Mukilteo, 425-347-3060
Barbara's Floral, Mukilteo, 425-353-0644
Designs by Verna, Verna Lawsen, 360-321-4168
Elements in Bloom, Seattle, 425-750-0203
Everett Floral, Everett, 425-339-9033
Flora D'Amore, 425-339-2419
Flowers from the Garden Candace Krull, paper floral designer, 206-550-8212
JDWindustries@yahoo.com, Jennifer Wilson, 425-238-1789
QFC Floral Department, Mukilteo, 425-290-6166

RED Rented Elegance & Design, Bellevue, 425-462-2244
Reflections Floral Design Lynnwood, 425-905-0810
Ring Around the Rose, Edmonds, 425-745-6209
The Red Tulip, Everett, Roxanne Cronin 425-308-3745, Christie Jones 425-239-7304
Taylor Pinkham Floral Design, 253.267.9130
Vases Wild, Langley, 360-221-1013

Party Rental Supplies
AA Party Rentals, Mountlake Terrace, 425-640-5547
ABC Rentals, Mukilteo, 425-493-6969
Total Rental, Everett, 425-355-2878
Miller's Rentals, Edmonds, 425-778-0141
Ladybug's, Everett, 425-750-4943
Linen Sensation, Seattle, 206-851-3994
Make a Scene, 206-937-4900, lisa@makeascenerentals.com
Iceworks Northwest, James Royal, 253-854-7977
Celebration Angles, Angel Neva, 253-266-7614, angelroooo@yahoo.com
Swank Chair Covers, 425-830-3643
Sweet Buffet Lady, Wendy Amundsen, 425-879-1009

Photography & Videography
321 Foto Ultra Luxe Photobooths, Marilee Kimball, 360-878-7622
A.B. Photography Langley, 425-359-9552
allphotovideodvd1@yahoo.com, All Photo & Video Productions, Philip LaGrandeur, Mukilteo, 425-348-4336
Always focused on YOU photography, Mukilteo, 425-220-7243
April's Photography, April 206-356-8695
Clique Photo Booth Seattle, Rauna 425-287-9530
Ben Byers Photography, Lynnwood, 425-220-0950
Cory Parris Photography, Bothell, 206-778-8664
Creative Image Photography, Bothell, 425-408-1389
Crozier Photography, Edmonds, 206-714-6662
David Dick Photography, 509-899-4769
Elegant Images, Carrie Stark 425-361-2488
Fun Frames, Seattle, 206-851-9650
Genesis Ann photography, Genesis Wheeler 425-231-7496
Heston Wedding, Everett, 425-402-7000
Jean-Marcus Strole Photography, 206-550-2780
JennyGG Photography, Seattle, 425-830-4421
Karen Mason-Blair 206.340.0644
Kaylee Eylander Photography, Everett, 425-344-8128
Katie and Joshua Studios, info@katieandjoshua.com
KDC Studio, 425-945-0062
KrazyBird Photography, Everett, 425-405-0393
Kristin Harris Photography, Everett, 425-446-0926
Lane Images, Phil Lane 425-530-6059
Lindsay Borden Photography, 206.293.0898
Martin Paul Photography, Bothell, 208-682-5037
Megan Michaelis Photography, 815-353-1219
Puget Sound Video, Edmonds, 425-775-3169
Sareh Hunt Photography, Everett, 425-327-5595
Raney Day Photography Jessica Raney 425.387.5440
Photos by Rachelle Rachelle Erickson
425-829-0532
Surge Photography, Everett, 425-374-3817
Susan Marsidi Photography, Everett, 425-290-1849
Wedding Photography-Unlimited, Everett, 425-344-2222
Zinchuk Studios, Seattle Area, 206-707-1826
Scribner Portraits, Sandy Scribner, 425-501-9150, sandy@scribnerportraits.com
Michael Good Photography, Michael Good, 206-369-0998
Katheryn Moran Photography, Katheryn Moran, 425-766-3755, Katheryn.Moran@gmail.com

Renae's Videography, Renae Mulholland, 425-238-4948
Amy Fitzpatrick, 425-530-6330
Adrianne Pavlik, 425-765-5577, adriannepavlik@gmail.com
By Nicolette, 360-463-9731
Motio Media, Dan Germano, 360-929-3453
Sperry Imagery, Katrina Sperry, 425-314-6002, Katrina@SperryImagery.com
LAZZAT Photography LLC, Lazzat S. Olarti, www.facebook.com/LazzatPhoto , 347-524-1017

Restaurants & Pizza
Amici Bistro, Mukilteo, 425-438-9544
Arnie's Restaurant, Mukilteo, 425-355-2181
Azteca Mexican Restaurant, Mukilteo, 425-438-1414
Cactus Jack's Pizza, Mukilteo, 425-348-6644
Cafe Soleil, Mukilteo, 425-493-1847
Charles at Smugglers Cove, Mukilteo, 425-347-2700
Diamond Knot Brewery Inc, Mukilteo, 425-355-4488
Garlic Jim's Famous Pizza, Mukilteo, 425-493-8646
Golden House Chinese Cuisine, Mukilteo, 425-438-8833
Hanami Sushi & Grill, Mukilteo, 425-348-4646
Ivar's Mukilteo Landing, Mukilteo, 425-742-6180
Jersey Mike's Subs, Mukilteo, 425-348-5480
John's Grill, Mukilteo, 425-347-1068
Kostas Restaurant, Mukilteo, 425-355-2400
Mukilteo Chocolate Company, Mukilteo, 452-353-1183
Mukilteo Speedway Cafe, Mukilteo, 425-347-2000
Mukilteo Sports Lodge Grill, Mukilteo, 425-374-3333
Papa Murphy's Pizza, Mukilteo, 425-353-0734
Patty's Eggnest Restaurant, Mukilteo, 425-775-2535
Pizza Hut, Mukilteo, 425-438-9900
Red Cup Café, Mukilteo, 425-348-4825
Sabor A Mexico, Mukilteo, 425-710-9094
Sakuma Japanese Restaurant, Mukilteo, 425-347-3063
Spiro's Pizza & Pasta, Mukilteo, 425-353-1700
Subway, Mukilteo, 425-290-3000
Thai Rama III, Mukilteo, 425-493-0026
The Pointe Restaurant, Mukilteo, 425-355-6060
Wellers Speedway Cafe, Mukilteo, 425-353-4154
The Scotsman Bistro, Mukilteo, 425-493-1191
Ambrosia Takeout, Mukilteo 425-355-7393
Green Leaf Vietnamese Restaurant, Peter J. Kuang, 206-340-1388
Denallis Grill & Bar, 425-374-7002, denallis@comcast.net

Set-Up, Takedown, Clean up Services
Ladybugs, Everett, 425-750-4943
At Your Service, 425-673-4730

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Renter Check-Off Form

At 6-12 months or more before event

- ☐ Review policy for changing date.
- ☐ Review policy for cancellation.
- ☐ Review rules for decorating at Rosehill – check any questionable items with Rosehill before purchasing or renting.
- ☐ Review what rental/purchase items you will need such as tablecloths, napkins, candle holders, dishware, flatware, trellis, plant holder.

At 90 days or more before event

- ☐ Confirm rental times. Decide if you are adding hours if available. After the 90 day mark, we may not be able to alter your rental time.
- ☐ Make final payment.
- ☐ Decide if you are using the main Point Elliott Room balcony for your ceremony.
- ☐ Final decision on renting Plaza or Upper Lawn at Rosehill for ceremony.
    - Fill out application.
    - Make payment.
    - You will need to rent chairs.
    - Let us know everything you will bring in.
    - Let us know any electrical needs.
    - Do you need to use our outdoor sound system?
- ☐ Final decision on food service – provide Rosehill with contact information on caterer/food/service.
- ☐ Final decision if you are hiring someone to do set up/clean up; provide name to Rosehill.
- ☐ Final decision on music – tell Rosehill what your technical needs will be.
    - DJ
    - Band
    - iPod
    - Laptop
- ☐ Why would you need to hire a theatre tech?
    - Special lighting
    - Special sound needs
    - More than 4 microphones
    - Need to use our sound board
    - Band
    -

- Final decision on Theater Tech; if hiring Theater Tech pay for his services at this point. (Min 2 hours. $30/hour)
    - Schedule meeting with Theatre Tech to determine needs and time required
    - Advise Rosehill in writing of intention to use Theater Tech and pay fee.

- Decide on room layout using room map. Provide map to Rosehill. (Call Rosehill if you need a blank room map.)

- Make final decision on check-in person and check-out person. Provide information to Rosehill.

- Review final needs of equipment/furniture and provide information to Rosehill.
    - Rosehill laptop
    - Microphones needed
    - # of tables & # of chairs

- Rosehill staff creates directional signs for your event that are placed in two key entry areas of the building. What would you like the sign to say?
  An example:
  Jones & Brown Reception – Point Elliott Room; Jenny's Birthday Party – Christiansen Room.

- A dress rehearsal can be scheduled 90 days prior to the rental date, assuming the balance is paid in full. The time of the one-hour, no-fee dress rehearsal is dependent on availability of the rental space and takes into consideration recreation classes and other rentals. If you need more than one hour, you will be charged at the room's hourly rental rate.

<u>At 30 days or more before event</u>

- Purchase banquet permit and provide copy to Rosehill.

- Purchase liability insurance and provide copy to Rosehill. (If renting both a room at Rosehill and one of its outside areas, the insurance is bundled through our provider.)

- Provide Rosehill with layout of room if you have not already done so.

- If using a Licensed Bartender for serving from a keg, copy bartender's State of Washington Class 12 permit. Copy of picture ID required as well.

<u>At 14 days or more before event</u>

- Do a technical run-through with Rosehill staff.
    - Call to make an appointment to do a test run and bring in laptop, slideshow, iPod, DVD, CD.

- Call Rosehill (425.263.8180) and make arrangements for a date/time to drop off your rental items for storage.

Point Elliott Room Application

Rosehill Community Center
Facility Use Application
304 Lincoln Avenue, Mukilteo WA 98275
Phone: 425.263.8180; Fax: 425.353.2457
recreation@mukilteowa.gov

TODAY'S DATE: _____ **DATE OF EVENT:**_____

YOUR NAME: _____**NON-PROFIT ID #**_____

GROUP NAME: _____

ADDRESS: _____

CITY: _____ **ZIP:** _____

Primary Contact	Secondary Contact
Name:	Name:
Day Phone:	Day Phone:
Eve Phone:	Eve Phone:
Cell Phone:	Cell Phone:
E-mail:	E-mail:

DAY OF EVENT CONTACT PERSON (if different than contact names listed above)
Name: _____ Phone:_____
Who will be responsible for clean up? Name: _____Phone:_____

EXPECTED ATTENDANCE INCLUDING CHILDREN: ____

TYPE OF EVENT: (Party, auction, wedding, reunion, recital, etc.)_____
If a wedding and/or reception: Bride's name_____ **Groom's name**_____

ROOM REQUESTED:

ONLY Monday thru Friday	Saturday or Sunday
o Full Room/Kitchen, Blue & Green Rooms	o Full Room w/Kitchen, Blue & Green Rooms
o Full Room w/Kitchen Only	
o Window Half w/Kitchen, Blue & Green Rooms	
o Window Half w/Kitchen Only	
o Stage Half w/Kitchen, Blue & Green Rooms	
o Stage Half w/Kitchen Only	

Directional Sign to Read:

Rental Hours Must be Continuous
Rental Start Time:_____ Rental End Time:_____
Guests/Attendees arrival time:_____
If a wedding, ceremony time:_____
What time does set up begin:_____
What time does clean up begin:_____

At a minimum, allow 1.5 hours for clean up; bar must be closed at 1.5 hours before contracted end time.

EVENT DETAILS:

Is your event open to the public? Yes No

If yes, liability insurance is required

Are you advertising to the public? Yes No

If yes, liability insurance is required

Will you be charging admission? Yes No

If yes, liability insurance is required

Will you be serving food and using the kitchen? Yes No

If yes, who will provide the food?

- _____Phone:_____

Will there be music? Yes No

If yes, how is the music provided?

- Stereo/IPod/CDs
- Disc Jockey (DJ)_____
- Live music/band: _____
- Type of equipment:_____Other:_____

Any other 3rd Party Vendors?

Name:_____Phone:_____

ALCOHOL DETAILS:

Will you be serving or selling alcohol? Yes No

If yes, the following rules apply:

- Liability insurance required.
- Banquet permit, Special Occasion License, or Caterer's Business License With endorsement will be required.
- Service allowed inside rental room only.
- Bar closes 1.5 hour before contract ends.

Will you be bringing in a keg? Yes No

- Use of Rosehill's keg cooler required. Load keg at the curb. Tap at curb.
- Licensed bartender required, copy of bartender's Class 12 MAST permit, copy of bartender's picture ID to Rosehill 30 days before event.
- Bartender's Name:_____Phone:_____
- Rosehill does not provide a tap.

DECORATING DETAILS:

Do you plan to use candles, Sterno, or any other open flame items? Yes No

Describe decorations: (no birdseed, rice, confetti, glitter, petals (real or fake), silly string, fog machines, dry ice, streamers, bubbles outside okay)

_____

TABLES AND CHAIRS:

_____60" Round Tables (27 rounds allotted to Point Elliott Room)

_____4'.5" (24"x54") Rectangular Tables (20 rectangular tables allotted to Point Elliott Room)

_____Chairs – black with chrome

EQUIPMENT:

Are you renting equipment? Yes No

If yes, rental company contact name and phone: _____

Describe any equipment you are bringing:

_____

_____

TECHNICAL DETAILS:

Point Elliott Room	**Circle One**	
LCD Projector (built into room)	YES	NO
Screen (built into room at front of stage)	YES	NO
Wireless Microphone	YES	NO
Lapel Microphone	YES	NO
Are you going to play a CD?	YES	NO
Are you going to play an Ipod?	YES	NO
Podium	YES	NO
Easel(s)	YES	NO

Please read and initial:

_____**I have read all the Rosehill Rental Facility Guidelines and agree to abide by all policies including the cancelation/date change/refund policy. **_All cancelations forfeit the security deposit._ ****

_____The Recreation and Cultural Services Division at Rosehill reserves the right to change the rules and regulations as stated herein without prior notice. The rules and guidelines will be reviewed with renter at approximately the 90-day check-in.

_____I am aware I must not arrive earlier than my rental time noted on my Rental Contract.

_____I am aware I must not exceed the rental end time indicated on my Rental Contract. I agree to vacate the Rosehill Community Center at the time indicated on this application. The Rosehill Community Center reserves the right to contact the Mukilteo Police Department if renter does not vacate the building at the time indicated on the application form. If renter stays past the time on the application, renter will automatically lose their damage deposit(s) and will be charged double the hourly rate and double the staff rate. Partial hours are treated as whole hours.

_____I am aware that I am responsible for the set-up and clean-up and I have reserved sufficient time for these tasks to be completed within my rental time.

_____I am aware I must inform all third party vendors of all City of Mukilteo Policies and Procedures and that they must abide by these during my event.

_____I am aware that the City of Mukilteo is unable to provide storage or accept deliveries for my event except smaller items such as dishes and linens.

_____I am aware that I am responsible for my group and all guests, including children. Guests must stay within the rental space and children will be accompanied by an adult at all times.

_____I understand that all requests are on a first-come, first-served basis and no date will be held until a Facility Use Application and initial fees have been collected.

_____I understand that all fees must be paid on or before the due dates or there is a risk of losing the rental space.

_____I understand and will abide by the clean-up guidelines as defined on the Point Elliott Room Event Clean-up Check List.

_____I agree to obey the rules regarding the serving of alcohol as set forth in the Rental Guidelines. The Rosehill Community Center staff reserves the right to contact the Mukilteo Police Department if we do not obey these rules. Unauthorized alcohol automatically forfeits renter's damage deposits.

Please review the following documents within the packet:

- Rental Policies
- Rental Fee Schedule and Additional Fees
- Alcohol Information Sheet
- Insurance Information Sheet
- Room Layout Options
- Maps
- Frequently Asked Questions

You must be must be 21 years or older to submit an application.

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 rental application and any related scheduled activities.

There is no legal or binding commitment between the Renter and the City of Mukilteo until after the Rental Contract is signed by both parties and initial fees have been paid.

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 or 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.

_____ _____

Signature of Renter Date

_____ _____

Group Discounts Available	Group Discounts Available

Rosehill Discount Offered!	Rosehill Discount Offered!