

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



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

**APPLICATIONS ACCEPTED UP TO ONE YEAR IN ADVANCE
May – September Only**

Thank you for your interest in renting the Wedding Circle at Lighthouse Park in Mukilteo. The Wedding Circle makes a beautiful location for a wedding with up to 50 guests and is a lovely spot for smaller special events.

The following pages include the Wedding Circle Rental guidelines

We hope you have an enjoyable time in this beautiful park.

If you have any questions, contact the Recreation Office at
recreation@mukilteowa.gov or 425-263-8180.

Checklist for renting the Wedding Circle at Lighthouse Park

- Wedding Circle reservations may be made up to one year in advance from May through September, but **not** more than one year in advance.
- Call the Recreation and Cultural Services Division office at 425.263.8180 to verify date and availability.
- Download the Wedding Circle packet from the city website, www.mukilteowa.gov. The packet is also available via email (request at recreation@mukilteowa.gov) or in person from the recreation office located at 304 Lincoln, Ave Mukilteo, WA, 98275.
- Complete the application form and return it in person, by mail, or scan and email to recreation@mukilteowa.gov. If you email the application, please call with credit card payment. We accept the following forms of payment: cash, check, Visa, M/C, or American Express.
- Once we have received your application and payment, your date will be reserved and booked on our calendar.
- If your reservation does not require insurance, your reservation process is complete.

Insurance:

- Insurance is required for all weddings or wedding receptions held at the Wedding Circle.
- If your reservation does require insurance, your next step is to secure your insurance and give the Recreation Office a copy. If you would like to use the City's insurance program, please go to <http://www.wciapool.org> and follow the directions.
- If your rental requires insurance your certificate of insurance needs to be to us 14 days before your rental.
- Instructions for getting insurance are on the Insurance Information page below.

Rental Guidelines and Information

How much does it cost to rent the Wedding Circle?

Use of Wedding Circle for three (3) hours \$75

Every additional hour \$15 per hour

Hours of rental must include time for set up, clean up and ceremony.

Hours of rental must be continuous.

What are the Parking Fees?

- Hourly Fee
- Annual Resident Parking Pass
 - Free (pass available at City Hall or Rosehill Community Center)

How many people fit at the Wedding Circle?

Standing: 50 Seated: 20 - 30

What days and hours is the Wedding Circle available for rent?

The Wedding Circle may be rented May through September between the hours of 6:30am and 10:00pm.

What does my reservation include?

Your reservation allows you exclusive use of the Wedding Circle during the scheduled time on your permit. All other areas of the park are open to the public.

How do I reserve the Wedding Circle?

Contact the Recreation Office to determine date availability then submit a completed Wedding Circle Application (attached) and \$75 fee to the Recreation Office. The Recreation Office can be reached at 425.263.8180, recreation@mukilteowa.gov, or 304 Lincoln Avenue, Mukilteo, WA 98275. Reservations may be made up to one year in advance. Reservations are on a first paid, first-served basis. Acceptable forms of payment are cash, check (payable to City of Mukilteo), Visa, MasterCard, or American Express.

How will my Wedding Circle Application be reviewed? Will it be approved?

Recreation Office staff will review applications based on the following criteria:

- Overall impact on Lighthouse Park
- Consideration of day and date of event that might conflict with other activities (e.g., another special event, road work or construction project)
- Availability of support staff and city resources if required

Can I serve alcoholic beverages?

Alcoholic beverages are not allowed in any City of Mukilteo park.

What if I have to change the date 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 Wedding Circle 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. 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?

No refunds are made due to inclement weather.

Can I have amplified music?

No, amplified music is not allowed in the park.

What clean-up is needed after my event?

It is your responsibility to clean up after your event. Please pick up all litter, place all garbage in trash receptacles, place excess garbage in bags next to receptacles, and remove all items brought in for the event.

How do other park users know I have the Wedding Circle?

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

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

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

Can I bring my pet?

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

Do I need Insurance?

Insurance **IS** required for all weddings and wedding receptions held at the Wedding Circle.

INSURANCE INFORMATION

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Weddings
 - Events anticipating 100 or more people
 - Events deemed to be high risk
 - Events open to the public

LIABILITY INSURANCE FOR EVENTS

- Liability Insurance must include the following if you purchase through your own insurance company
 - 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 and provide the endorsement
 - Insurance must be in the renter/contract holder’s name

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 tulip.intactspecialty.com

- **Rosehill Community Center: ID Code 0465-107 or you can search venue by putting Mukilteo - Rosehill / Lighthouse Park**
- The Renter then clicks on “Quick Quote” for the cost of the insurance.
- If the Renter elects to purchase the insurance it must be in the renter/contract holders name, we will ask for the name to be changed if it isn’t in the renter’s name

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.

WEDDING CIRCLE USE RULES

1. City of Mukilteo Recreation and Cultural Services Division will cancel this reservation if it conflicts with a City program, or if the facility becomes unavailable due to required maintenance, or if it is unusable. A full refund will be issued in these instances.
2. The permit authorizes the designated group use of the facility indicated. It is highly recommended that the person in charge have the permit 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. No person shall post or attach any sign, poster, notice or any other device of any kind for advertising in the park.
8. It is unlawful to use profane or abusive language or to conduct oneself in a disorderly manner in any City park.
9. Do not climb on fences, tables, trees, monuments.
10. All dogs are required to be on a leash or restrained. Owner is required to clean up after animal.
11. The use of "Silly String" is prohibited in the park.
12. Pick up all litter, place all garbage in trash receptacles, and place extra garbage in bags next to receptacles.
13. No food trucks are allowed in Lighthouse Park.

CITY PARK RULES

For more detail refer to Mukilteo Municipal Code: 9.60

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

INURANCE IS REQUIRED FOR ALL WEDDINGS OR WEDDING RECEPTIONS

Parking Fees Apply

Applicant Information

Applicant Name		
Name of Responsible Party		
Mailing Address of Responsible Party	Address: _____	
	City: _____	
	State: _____ Zip: _____	
	Phone of Responsible Party	Day: _____
E-mail of Responsible Party:		

Event Information

Name and Type of Event <i>(Wedding, ceremony, reception)</i>		
Describe event and equipment <i>Please list equipment you are bringing (tables, chairs, gazebo, trellis, flowers). If applicable, list names of delivery companies and pick up times.</i>		
Event Date:		
Event Start Time:	Event End Time:	
Event Set-up Time:	Event take down/clean-up time:	
Estimated number of attendees:		

Event Components

Please check all items that apply to your event and provide details below

Food	Tables/Chairs	Stage
Helium Tank	Tents/Canopies	Other

I acknowledge that the information submitted in this application is true to the best of my knowledge. I have read and agree to comply with all **Wedding Circle Rental Guidelines** including the refund policy.

Indemnification/Hold Harmless

User shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss of damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

User Acknowledgement/Agreement

I hereby assume full responsibility for the facility's use and agree to comply with all rules and regulations of the City of Mukilteo. The information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington and regulations of the City of Mukilteo. I understand the City of Mukilteo reserves the right to deny use, change, or cancel any part of this Wedding Circle Application and any related scheduled activities.

Signature of Applicant:

Date:

Rental Approval (For City Use Only)

Signature of RHCC Staff:

Date:

Parking Fees Apply