

Rosehill Community Center

Small Event Rental Packet

~Venue Information~ ~Rental Rates~ ~Application Form~



Fowler



Christiansen



Vancouver



Frost

Community Center Hours

Monday – Friday	7:00 am – 9:00 pm
Saturday	8:00 am – 9:00 pm
Sunday	9:00 am – 4:00 pm

Rental Hours

Monday – Thursday	7:00 am – 9:00 pm
Friday	7:00am – Midnight
Saturday	8:00 am - Midnight
Sunday	9:00 am - 10:00 pm

Rosehill Community Center is closed on all Federal Holidays

RATES & FEES

Small Event Rentals (1 to 48 people)

Event Space (2 hour minimum)	Non-residential Rate
Vancouver, Frost, Fowler, or Christiansen	Monday – Friday 7 am – 5 pm \$36 / hour Monday – Friday 5 pm – close \$50 / hour Saturday & Sunday \$70 / hour
Security Deposit	\$100
Alcohol Fee	\$100

Event Space Name	Capacity	Amenities
Vancouver	40	White board and projector screen
Frost	32	White board and projector screen
Fowler	40	Sink, white board and projector screen
Christiansen	48	TV, kitchenette, restroom, and patio.

All event spaces include multi-purpose floor, tables, and chairs.

Rental Process

- Event spaces open for April through August booking on the third Wednesday of February @ 7 am
- Event spaces open for September – March booking on the third Wednesday of July @ 7 am
- In person applications are processed before email applications
- Complete application
 - Read, initial, and sign application
- Accepted forms of payment:
 - Credit cards (MasterCard, Visa, American Express)
 - Cash
 - Check
- Renter must be 21 years old to book
- If event is open to the public, insurance is required
 - In addition, if serving alcohol, liquor liability insurance is required
- Set-up and clean-up must be within your rental time
 - Set-up can begin at the beginning of your rental time
 - Clean-up needs to begin prior to the end of your rental

Renter Responsibility

- Sign-in at the front desk at the beginning of the rental so doors can be unlocked
- Sign-out at the front desk at the end of the rental ensuring event space is left the way it was before the start of your rental
- Set-up
 - Placement of tables / chairs
 - Decorations
- Clean-up
 - Wipe down tables & chairs
 - Put away tables & chairs
 - Take all garbage to dumpster
- Deliveries must be made during your rental time
- Entertainment must be family friendly
- The renter is responsible for the behavior of their guests
- Ensure children are adequately supervised
- If you fail to abide by the stated policies, you will:
 - Lose your deposit
 - Be charged for the extra time at twice the hourly rate

Event Space Amenities

- Provided are tables and chairs
 - 60-inch round tables
 - 2 feet by 4.5 feet rectangular tables
 - Podium (if available)
 - Easel (if available)
- Not provided are linens, dishes, serving utensils...
 - Rental companies can provide these items (ask for our resource list)
 - Rentals must be delivered and picked up during your rental time

Venue Information

- Food
 - You are welcome to have a caterer
 - We have a resource list of people who have catered here before, just ask
 - You can bring in your own food
 - Food trucks are prohibited
 - Grilling inside or outside is prohibited
 - Cooking outside is prohibited
- Decorating
 - Event spaces have tack strips that can be used to hang decorations.
 - Candles may be used if they are enclosed with 1 inch of glass above the flame.
 - Adhesives of any kind are not allowed on the walls, windows, or furniture
 - Affixing anything to ceiling, walls, lights, doors, columns, or windows is not allowed.
 - Use of pressurized tanks, dry ice, fog/smoke machines, rice, birdseed, glitter, sparklers, silly string, confetti, piñatas, petals (real or fake), and dance wax is **not** allowed either inside or outside the Rosehill facility.
 - 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.).
- This is a public building.
 - Other people may be in the building during your event.
 - Other events may be going on during your event.
- Amplified Speakers / devices are not permitted
- Rosehill Community Center is not responsible for loss or damage of your property

EVENT SPACE RESERVATION CANCELLATIONS AND DATE CHANGES

*All cancellations/changes requested by the renter **must be made in writing by the contract holder** (email is acceptable).*

DATE CHANGES

FRIDAY, SATURDAY, AND SUNDAY

- Date change received 14 days or sooner prior to rental:
 - All deposits and fees transfer
- Date change received 13 days or less prior to rental:
 - No refund of any deposits or fees

Monday - Thursday

- Date change received 14 days or more before your rental date:
 - All fees transfer
- Date change received less than 14 days before your rental date:
 - Forfeiture of security/damage deposit
 - New security/damage deposit required
 - Rental fees transfer

CANCELLATIONS

FRIDAY, SATURDAY, AND SUNDAY

- Cancellations received 14 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 13 days or less prior to rental:
 - No refund of deposits or fees
- A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation

MONDAY-THURSDAY

- Cancellations received 14 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 13 days or less prior to rental:
 - No refund of deposits or fees
 - Cancellations received within 2 business days of making your reservation:
 - You will be charged a \$14 processing fee
 - All other fees 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 its scheduled time, it will be treated as a cancellation. The deposit, alcohol fee, and event space rental fees will be forfeited.

INSURANCE INFORMATION EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Events serving alcohol
 - 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
 - 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 and provide the endorsement
 - Insurance must be in the renter/contract holder’s name

OBTAINING INSURANCE

- 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 and purchase insurance through WCIA.

WASHINGTON CITIES INSURANCE AUTHORITY (WCIA)

Instructions for obtaining a quote and/or insurance are as follows:

Access the site at <https://gatherguard.com/>

- **Rosehill Community Center:**
 - Select **Get a Quote** button
 - Select your event type
 - Answer questions then select **Continue** button
 - Select **Search for a venue** then enter **Rosehill** then select **Rosehill Community Center** or Select **Use a venue code** and enter **0465-558**

The transaction is completed with credit card on-line. Visa, MasterCard, American Express & Discover 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.

WASHINGTON STATE PERMIT/LICENSE REQUIRED FOR SERVING ALCOHOL AT ROSEHILL COMMUNITY CENTER

BANQUET PERMIT:

- A Banquet Permit is required to allow the service and consumption of beer, wine, and champagne.
- Banquet Permit must be in the renter/contract holders name – we will ask you to get the name changed if it doesn't match the name of the renter on the application.
- It can be obtained from the State of Washington Liquor Control Board at <https://lcb.wa.gov/licensing/online-banquet-permit>.
- **Make sure you sign the bottom of the banquet permit before submitting it to Rosehill Community Center**

SPECIAL OCCASION LICENSE (FOR NON-PROFIT ORGANIZATION SELLING ALCOHOL):

- Special Occasion license applications **must be filed at least 45 days in advance of the event** with the Washington State Liquor Control Board (<https://lcb.wa.gov/>.)
- A copy of the approved Special Occasion License must be received by the Rosehill 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 at least **30 days** prior to the use of the facility. 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 City of Mukilteo endorsement and the renter must provide us with a copy of their license with this endorsement.*

SERVING ALCOHOL DURING EVENT

- Beer, wine and champagne in **bottles or cans** does not require a State of Washington licensed bartender.
- Kegs are allowed under the following conditions:
 - The licensed bartender must have a copy of their Class 12 MAST License and ID.
 - Keg must be loaded into Rosehill cooler outside of the building in the parking lot.
 - Keg must be tapped by licensed bartender outside of the building in the parking lot.
 - The renter must provide a pump tap. (No CO2 taps allowed)
 - Only 1 keg is allowed in any Event Space and must be inside Rosehill's keg holder.

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SMALL EVENT SPACE APPLICATION

Today's Date: _____ Date of Event: _____ Day of the Week: _____

Applicant/Organization: _____ Non-Profit ID#: _____

Renter/Responsible Party: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Email: _____

Event title: _____

On-site contact for event: _____ Cell Phone: _____

Event Space Requested:

Vancouver (40 people)
 Frost (32 people)
 Fowler (40 people)
 Christiansen (48 people)

NOTES:

For Office Use Only
 M.R. Verification

Staff
 Initials _____

Number of people attending (including children)? _____

Type of event (party, baby shower, meeting, wedding): _____

Rental Hours Must be Continuous and Include Time for Set-up and Clean-up

Rental Start Time: _____ **Rental End Time:** _____

What time does the set-up begin? _____

What time does the clean-up begin? _____

(Needs to be at least 30 min before the end of the rental)

*Directional signs for your event posted
 at Rosehill should read?*

Will you be serving alcohol?

- Service allowed inside rental space only. (Christiansen renters may be on attached patio)
- Banquet permit and liability insurance will be required.
- Are you a non-profit selling alcohol at your event?

Yes

No

Yes

No

TABLES AND CHAIRS:

How many chairs will you need?

Maximum: 32 – Frost 40 – Vancouver or Fowler 48 – Christiansen

60" Rounds: 4 – Frost 5 – Vancouver or Fowler 6 – Christiansen

2' x 4.5' rectangular tables: 6 – Vancouver, Frost, Fowler, or Christiansen

EVENT DETAILS:

Is this event open to the public?	Yes	No
Will you be charging admission?	Yes	No

DECORATING:

Do you plan to use candles, sterno, or other open flame items?	Yes	No
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Describe decorations (refer to rental packet for decorating rules):

EQUIPMENT:

Are you renting equipment?	Yes	No
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If yes, rental company contact and phone: _____

Describe equipment you are bringing in: _____

AUDIO VISUAL REQUESTS *(based on availability):*

LCD Projector (portable with HDMI connection) with Media Cart (Christiansen has TV with HDMI connection, no projector is needed)	Yes	No
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Podium	Yes	No
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Easel(s)____(2 maximum – if available)	Yes	No
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Please read and initial:

_____ I have read all the Rosehill Rental Packet and agree to abide by all policies including the cancellation/date change/refund policy.

**** All cancellations forfeit the security deposit. ****

_____ I am aware I must not arrive earlier than my rental time noted in my Rental Contract.

_____ 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.

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

_____ I understand that all requests are on a first-come, first-served basis, and no date will be held until the Facility Use Application and 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 during check in and as listed in this rental packet. My clean-up will start at least 30 minutes before the end of my paid rental time.

_____ 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 the renter does not vacate the building at the time indicated on the application form. If the renter stays past the time on the application, the renter will automatically lose his/or/her damage deposit(s) and will be charged double the hourly rate and double the staff rate. Partial hours are treated as whole hours.

_____ 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.

_____ 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 are provided in this packet.

_____ Rental customers are expected to manage their event/meeting according to all current state and local COVID-19 guidelines and restrictions.

Please review the following documents within the packet:

- Alcohol Information Sheet
- Insurance Information Sheet
- Frequently Asked Questions

You must be 21 years or older to apply.

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 of Mukilteo, 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 the 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

Signature of RHCC Staff

Date