

## Small Event Space Information Packet



*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    8:00 am – 9:00 pm  
Friday                    8:00 am – Midnight  
Saturday                8:00 am – Midnight  
Sunday                  9:00 am – 10:00 pm

**Closed on all Federal Holidays**

**Rent Event Space with us today!**

**Small Event Rentals (1 to 40 people)**

| (4-hour minimum)            | Rate  |
|-----------------------------|---|
| Vancouver, Frost, or Fowler | Mon – Fri    8am – 5pm            \$40 / hour<br>Mon – Thu    5pm – Close            \$55 / hour<br>Weekend - Fri after 5p, Sat, Sun    \$75 / hour |
| Christiansen                | Mon – Fri    8am – 5pm            \$48 / hour<br>Mon – Thu    5pm – Close            \$64 / hour<br>Weekend - Fri after 5p, Sat, Sun    \$90 / hour |
|                             |   |
|                             |   |

**Small event spaces include multi-purpose floor,  
5 – 60” round tables, 6 – 2’ x 5’ tables, and 40 chairs**

### General Rental Information

- April through August bookings open on the third Wednesday of February @ 7 am
  - After this date, bookings can be completed at any time for April-August
- September through March bookings open on the third Wednesday of July @ 7 am
  - After this date, bookings can be completed at any time for September-March
- In person applications are processed before email applications
- If the event is open to the public, insurance is required
  - If serving alcohol, additional liquor liability insurance is required
- Set-up and clean-up occur within your rental time
  - Set-up can begin at the start of your rental time
  - Clean-up needs to begin prior to the end of your rental

### Venue Information

- Food
  - You are welcome to have a caterer or you can bring your own food
  - Food trucks are prohibited
  - Grilling inside or outside is prohibited and cooking outside is prohibited
- Decorating
  - Event spaces have cork board strips that can be used to hang decorations with tacks.
  - Battery powered candles can be used.
  - Adhesives of any kind are not allowed on the walls, windows, or furniture
  - Affixing anything to the ceiling, walls, lights, doors, columns, or windows is not allowed.
  - Use of pressurized tanks, dry ice, fog/smoke machines, glitter, sparklers, silly string, confetti, piñatas, petals (real or fake), sidewalk chalk, 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 and events may be in the building during your event.
- Amplified Speakers / devices are not permitted
- Rosehill Community Center is not responsible for loss or damage of your property

### Day of Responsibilities

- Sign-in at the front desk at the beginning of the rental.
- Sign-out at the front desk at the end of the rental.
- Deliveries must be made during your rental time
- Entertainment must be family friendly
- The renter is responsible for the behavior of their guests
- 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.).
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## 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 in advance:
  - All funds transfer.
- Date change received less than 14 days in advance:
  - No refund.

#### Monday - Thursday

- Date change received 14 days in advance:
  - All funds transfer.
- Date change received less than 14 days in advance:
  - Rental fees transfer.
  - No refund of security deposit.

### CANCELLATIONS

#### FRIDAY, SATURDAY, AND SUNDAY

- Cancellations received 14 days in advance:
  - No refund of security deposit.
  - All other funds refunded.
- Cancellations received less than 14 days in advance:
  - No refund.

#### MONDAY-THURSDAY

- Cancellations received 14 days in advance:
  - No refund of security deposit.
  - All other funds refunded.
- Cancellations received less than 14 days in advance:
  - No refund.
  - Cancellations received within 2 business days of making your reservation will be charged a \$14 processing fee.

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## 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.

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.

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## ADDITIONAL INFORMATION REGARDING ALCOHOL

### A WASHINGTON STATE BANQUET PERMIT IS REQUIRED TO SERVE ALCOHOL AT ROSEHILL COMMUNITY CENTER

- A Banquet Permit allows the service and consumption of beer, wine, and champagne.
- No hard liquor is allowed in any part of the Rosehill building or outdoor spaces.
- The 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.
- Obtain your Banquet Permit 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

### SELLING ALCOHOL

- [ONLY] NON-PROFIT organizations may be eligible to sell alcohol.
- A Special Occasion license is required.
- 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 Business License 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** do not require a State of Washington licensed bartender.

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