

City of Mukilteo Wedding Circle Application

Phone: 425.263.8180

INSURANCE IS REQUIRED FOR ALL WEDDINGS OR WEDDING RECEPTIONS

Parking Fees Apply

Applicant Information

1. Applicant Name			
2. Name of Responsible Party			
3. Mailing Address of Responsible Party	Address: City: State: Zip:		
4. Phone of Responsible Party	Day:	Evening:	
5. E-mail of Responsible Party:			

Event Information

6. Name and Type of Event <i>(Wedding, ceremony, reception)</i>			
7. 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>			
8. Event Date:			
9. Event Set-up Time:		Actual Event Start & End Time:	
10. Event take down/clean time:			
11. Estimated number of attendees:			

Event Components

15. Please check all items that apply to your event and provide details in box 16.			
Food	Tables/Chairs	Gazebo	Stage
Helium Tank	Tents/Canopies	Trellis	Other
16. Provide details for checked event components and describe any other items not on the list.			

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** and **Wedding Circle and Picnic Shelter Rules** 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:

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