

Mukilteo Lighthouse Park Covered Picnic Shelters Rental Packet



Medium Picnic Shelter
4 Tables – Seats 32



Large Picnic Shelter
6 Tables – Seats 48

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: March 2019

PICNIC SHELTER RENTAL

WELCOME!

Thank you for your interest in renting a picnic shelter in the City of Mukilteo's Lighthouse Park.

We hope you have an enjoyable time in our beautiful park. If you have any questions, contact the Recreation office at recreation@mukilteowa.gov or 425.263.8180.

APPLICATIONS

- **Applications accepted up to one year in advance** for May through September
- No rentals October – April

Mukilteo Lighthouse Park			
Located just west of the Mukilteo-Clinton ferry dock overlooking Possession Sound			
PICNIC SHELTERS			
Information	Medium Shelter	Large Shelter	Notes
Shelter Dimensions	24' x 48'	36' x 36'	
# of Picnic Tables	4 (seats approx. 32) 2 ADA accessible tables	6 (seats approx. 48) 2 ADA accessible tables	
BBQ's	2 (free standing charcoal)	3 (free standing charcoal)	You may bring your own barbeque if it is less than 36" x 30". Do not dispose of coals in park trash receptacles. No BBQ's are allowed inside the covered shelter area. DO NOT COOK ON TABLES

CHECKLIST FOR RENTING

1. Call the Recreation and Cultural Services Division office at 425.263.8180 to verify date and shelter availability.
2. Download the picnic shelter packet from the city website, www.mukilteowa.gov. The packet is also available at Rosehill Community Center, 304 Lincoln Ave, Mukilteo, WA 98275.
3. Complete the application form and return it in person, by mail, FAX or email.
 - a. Rentals of 100 or more must rent both shelters, apply for a special event permit and get insurance.
4. Pay for the rental - We accept cash, check, Visa, Mastercard, or American Express.
5. Space cannot be saved without payment.
6. Once we have received the completed application and fee, your date will be booked.
7. If your reservation does not require insurance, your reservation process is complete. For insurance please see the INSURANCE section below.

RENTAL NOTES

- If your group is 100 or more:
 - You must rent both shelters
 - You must apply for a Special Event Permit (call 425-263-8180 for more information)
 - Insurance is required
- You must get insurance:
 - Your group is over 100 people
 - Events deemed to be high risk.
 - Events bringing in equipment deemed to be high risk
 - All weddings and wedding receptions held in Mukilteo Lighthouse Park

PICNIC SHELTER RENTAL

INSURANCE

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 holders 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 www.onebeaconentertainment.com

- Click choose Industry
- Click Tulip Event Insurance
- Scroll down and click on "Get a 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/Lighthouse Park: ID Code 0465-107 or you can search venue by putting Rosehill/Lighthouse Park**
- The Renter answers questions about the event.
- 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 payment. Visa and MasterCard are accepted for payment. After payment an insurance certificate will be emailed to the Renter and to the Rosehill Community Center (WCIA member).

PICNIC SHELTER RENTAL

RENTAL FAQ'S

What does your reservation include?

Your reservation allows you exclusive use of the picnic shelter and the picnic tables in the shelter during the scheduled time on your permit. All other areas of the park are open to all park visitors. It is highly recommended that the person in charge have their permit in their possession during the event.

What if I have to change the date, location, 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 shelter and time availability.

What if I cancel? Do I get a refund?

- Cancellations must be made in writing (includes email)
- 14 business days prior notice of cancellation to be eligible for a refund
- All cancellation refunds will be charged a \$10 processing fee
- 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 due to inclement weather will be made.

Do I need to haul away my own trash?

- It is your responsibility to clean up after your event
- Remove table covers, tape, grease or food
- Pick up all litter
- Place all garbage in trash receptacles
- Place excess garbage in bags next to receptacles
- Clean tables and benches
- Area must be presentable for the next use
- **Do not** dispose of coals in the park trash receptacles

How do other park users know I have the shelter reserved?

City staff will post an indication that the area is reserved. Additionally, we strongly recommend that you have your permit with you during your scheduled use of the park facility. Other than the City's posting, your permit is your sole proof of reservation.

What happens if the City of Mukilteo has to cancel the reservation?

City of Mukilteo Recreation and Cultural Services Division will cancel this reservation if it should conflict with a city program, if the facility becomes unavailable due to required maintenance or if it is unusable. A full refund will be issued in these instances.

PICNIC SHELTER RENTAL

PARK FAQ's

Can I staple the table clothes to the table?

Do not use nails or staples on tables. The tables are made from recycled plastic.

Can I have a food truck at my event?

No, food trucks are not allowed in Lighthouse Park.

Can I have inflatable trampolines or bouncy houses?

Large inflatables are not allowed in the Lighthouse Park.

Can we use silly string in the park?

No silly string is allowed in the Park

Can I stake tents or games into the ground?

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.

Can my group use the Volleyball Court?

The sand volleyball court may be rented on an hourly basis. There is a rental schedule posted on the volleyball court pole. If it has not been rented, then the use of the court is on a first-come, first-serve basis. The net goes up May 1 and comes down September 30. Bring your own volleyball.

PICNIC SHELTER RENTAL

**City of Mukilteo, Washington
CITY PARK RULES**

Approved by Resolution 2008-25 Revised by Resolution 2009-10

Reg No.	Regulation	Lighthouse Park
1	Hours of Operation	May 1-Sept. 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 Reservation Permit 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 <ul style="list-style-type: none"> • No Lifeguard on Duty • Enter Water at Own Risk • Keep 100 ft. buffer from Boat Launch

PICNIC SHELTER RENTAL

APPLICATION

INSURANCE IS REQUIRED FOR ALL WEDDINGS OR WEDDING RECEPTIONS
Parking Fees Apply

Applicant Information			
Applicant Name			
Company/Organization			
Mailing Address			
		City:	State:
Phone		Day:	Evening:
E-mail			
Event Information			
Type of Event			
Describe general nature of event (i.e. family outing, company picnic, etc.)			
Event Date:			
What hours will you use the shelter? The shelter is available: 8 am- 10 pm Medium Shelter at Lighthouse Park - (Approx. 32 people sitting in covered area) <input type="checkbox"/> Full Day 8 am - 10 pm \$100 <input type="checkbox"/> Half Day 8am - 2pm \$60 <input type="checkbox"/> Half Day 4pm - 10pm \$60 Large Shelter at Lighthouse Park - (Approx. 48 people sitting in covered area) <input type="checkbox"/> Full Day 8 am - 10 pm \$120 <input type="checkbox"/> Half Day 8am - 2pm \$80 <input type="checkbox"/> Half Day 4pm - 10pm \$80			
Other Facilities you plan to use (check all that apply): <input type="checkbox"/> Sand Volleyball Court (\$15/hour) Time: _____ to _____ <input type="checkbox"/> Mukilteo Lighthouse Grounds (separate agreement with Historical Society)			
Is this event <input type="checkbox"/> Private OR <input type="checkbox"/> Public? (Please select the checkbox after reading the description to the right.)		A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs, or media advertising.	
Will participants be charged a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, please explain how much and purpose for collecting fee?	
Attendance			
Number of people expected?:			
NOTE: <ul style="list-style-type: none"> Groups of 100 or more must rent both shelters. Groups of 100 or more a Special Event Application may be required. Groups of 100 or more insurance is required. 			

PICNIC SHELTER RENTAL

I have read and agree to comply with all **Picnic Shelter 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 Picnic Shelter Application and any related scheduled activities.

Signature of Applicant:

Date:

Rental Approval (For City Use Only)

Approved by: _____

Date: _____

Renter has received rules and guidelines.

Date: _____

Reservations are made once application and payment are received.

Space cannot be reserved without payment.

Complete the application form and return it in person, by mail, FAX or email to recreation@mukilteowa.gov. We accept the following forms of payment: cash, check, Visa, M/C, or American Express.