

Rosehill Plaza or Lawn Rental Packet



City of Mukilteo



Rosehill Community Center

304 Lincoln Avenue

Mukilteo, WA. 98275

City of Mukilteo

425-263-8180

Recreation@mukilteowa.gov

Thank you for your interest in the outdoor rental facilities (grass and plaza areas) at the Rosehill Community Center. The outdoor spaces are a beautiful location for an event with up to 216 guests.

RENTAL CHECKLIST

1. You must rent the Point Elliott Room before you can rent the lawn or plaza.
2. Call the Recreation Office at 425.263.8180 to determine date availability.
3. Review all Rental Packet information.
4. Complete the Outdoor Grounds Application and return it in person, by mail, or email to recreation@mukilteowa.gov, or FAX at 425.353.2457.
 - **Reservations for the Outdoor Venues must be made 30 days in advance.**
 - Full payment needs to accompany the application if delivered in person or by mail.
 - If FAXed or emailed we can accept credit card payment over the phone.
 - We accept the following forms of payment:
 - i. Cash
 - ii. Check or money order (payable to City of Mukilteo)
 - iii. Credit card: Visa, MasterCard, or American Express. (Discover is not accepted)
5. When your Application is approved, the Recreation Office will process your payment. At that time your date will be booked.
6. See the Insurance Information in this packet to determine if insurance is required.
 - If insurance is not required, your reservation process is complete.
 - **Events that require insurance include but are not limited to:**
 - i. Events open to the general public
 - ii. Weddings
 - iii. Events deemed to be high risk
 - iv. Events bringing equipment into the grass area or plaza
 - Obtain insurance, if needed, and submit a copy of the Certificate of Insurance to the Recreation Office. See insurance information in this packet.
 - i. Your Certificate of Insurance needs to be to us 30 days prior to your rental.

RENTAL FEES

Use of the Grass Area or Plaza Area	\$500 (From start of Point Elliott Room rental until 1 hour after ceremony) \$100 for each additional hour
Security/Damage Deposit	\$200

CANCELLATIONS, REFUNDS, and CHANGES

Cancellations and Refunds:

- Refunds will NOT be given due to changes to the weather (too hot, too cold, rain, etc.).
- A full refund will be given if the City of Mukilteo cancels a reservation.
- All cancellations by the renter must be made in writing (email is acceptable).
- Cancellations 90 days or more prior to rental: 100% refund of hourly rental fees paid. The security deposit will not be refunded.
 - 89 days or less prior to rental: No fees or deposits will be refunded.

Changes to Reservations:

- Approval of a change is subject to availability.
- Additional rental fees must be paid in full at time of change.
- Date changes will be treated as a cancellation and new reservation. See cancellation and refund policy above.

CHECK IN

- Upon arrival contract holder or proxy must check-in at the Rosehill Community Center front desk.
- A checklist must be completed by the contract holder or proxy and a staff person before the rental.
- Note any pre-existing conditions on the check-in sheet so that you are not held accountable for them.

CLEAN UP

- The renter is responsible for cleaning the rental area during the rental time period.
- Chairs must be returned to the props room, clean and dry.
 - Cleaning equipment is supplied; ask Rosehill staff to get these for you.
- To help ensure the return of your security deposit leave the area in the same shape you found it.
- Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the security deposit and/or billed to the rental group.
- Failure to follow the policies and rules for the outdoor grounds may result not only in additional fees but could also result in loss of your security deposit and/or denial of future rental usage.

CHECK OUT

- Upon completion of clean up the contract holder or proxy must check-out at the Rosehill Community Center front desk.

FAQ's

Q What happens if we don't have our event outside because of the weather?

A No refunds will be given for inclement weather.

Q When do I have to pay for my rental?

A All fees must be paid at time of booking (security/damage deposit and rental fee). Reservations are confirmed at payment.

Q How can I pay for my rental?

A Fees may be paid using check, money orders, (made out to the City of Mukilteo), cash, VISA, MasterCard, or American Express.

Q How do I ensure I get my security deposit back?

A The security deposit is 100% refundable provided the following conditions are met:

- Use of the area does not exceed the scheduled time.
- The area is cleaned up and does not require extra staff time after the event.
 - Pick up all litter
 - Place all garbage in trash receptacles
 - Place extra garbage in bags next to receptacles
 - Chairs are returned, hung & stacked, clean and dry
- No repairs are required after the event. If the cost of the repair(s) exceeds the amount of the security deposit the renter will be billed for these additional charges.
- All rental policies have been followed (i.e. no food or drinks, no staked tents, etc.)

Q How will my security deposit be returned to me?

A Security deposits paid by credit card will be refunded back to the credit card after the rental. Security deposits paid by cash, money order or check will be refunded by check.

Q When can i make reservations for the grass & plaza areas?

A The plaza and grass areas may be reserved one year in advance. Rental must accompany the rental of the Point Elliott Room.

Q What hours are the outdoor grounds available for rental?

A *Monday – Thursday 10:00 am – 8:00 pm*
Friday 10:00 am – 9:00 pm
Saturday 10:00 am – 9:00 pm
Sunday 10:00 am – 9:00 pm

Q Who can rent at Rosehill Community Center venues?

A All rental applicants must be 21 years of age or older and must be present during the rental.

Q Who is responsible for the event?

A The person signing the Outdoor Grounds Application is the responsible party in case of

- Damage
- Theft
- Disturbance

Q Will there be Rosehill Community Center staff available during my event?

A For your convenience and safety, there is ALWAYS a staff person on duty during your rental.

Q Do I need to hire security or have chaperones?

A Normally, no. Rosehill facility staff reserves the right to require chaperones and/or security.

Q Can we set up early?

A Set up can begin when your Point Elliott Room rental begins.

Q How can I figure out how many hours I need?

A The following should be taken into consideration

- All hours booked must run consecutively.
- Include enough time for delivery of equipment and supplies.
- Include enough time for set up, decorating, and clean-up.
- No next day clean-up is allowed
 - Overtime charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour.
 - You must confirm your rental hours 90 days prior to your event.
 - Any changes to the hours or additional hours requested after 90 days is subject to staff availability.
 - No additional hours can be added the day of your event.

Q Can I bring in equipment?

A Equipment may be brought in for the event, for example, chairs, tables, carpet runner, canopies, arches, sound system, etc.

Q Can I put use a tent?

A Yes, however, staking of equipment into the grass or landscaping beds is not permitted. Use of sandbags or heavy blocks for tie-down may be used in lieu of staking.

Q Can I decorate by attaching things to the fence?

A Anything attached to the fence must be approved in advance.

- Renters may attach balloons, garland, flowers or lights to the fence
- Everything must be removed by the conclusion of your event
- Do not use staples to attach items to the fence

Q Can we have a bouncy house?

A Bouncy house and inflatable toys are not allowed.



Q Do I have to give Rosehill Community Center staff anything before my rental?

A Yes – at least 30 days prior to your event

- A full list of equipment to be used
- Map outlining your event set-up
- The City of Mukilteo staff reserves the right to disapprove equipment requests in whole or in part.

Q What can the flower girl do?

A The flower girl can

- Throw fresh flower petals on the grass
- Bubbles can be used on the grass or the plaza
- **Rice, birdseed, fake flower petals and confetti are *not permitted***

Q Can we have performers on the lawn?

A Yes. Performers' conduct and performance content must be appropriate for families and general audiences, whether live or recorded

Q Can we serve food or drinks on the lawn or plaza?

A No food or beverages (including alcohol) are allowed on the grass or plaza areas. Water is fine.

Q Can we have candles?

A You may have battery operated candles. Lit candles or torches are not allowed.

Q What happens if my property is damaged?

A The City of Mukilteo, Rosehill Community Center, is not responsible for damage of personal or rented property.

Q Do you set up the chairs?

A It is up to the renter to set up and take down any equipment you are using.

Q Can I put up signs?

A No, you may not post signs, posters or any notice or device on fence, in grass or plaza area.

Q Can we have sparklers?

A Fireworks of any kind are illegal in the City of Mukilteo.

Q Can we have games on the grass?

A Yes, you cannot stake anything into the ground or use water balloons. You cannot climb on fences, benches, railings, trees, or monuments. Chalk, spray paint or any other material that may mark the grass or plaza are prohibited.

Q Do we have electrical power? Can we generate our own electricity?

A 110 outlet power/20 amp circuits are available in certain locations outdoors. It is limited and you must schedule time to preview your set up and power needs. Staff will assist you when plugging anything in outdoors. No generators or tanks are allowed on Rosehill Community Center grounds.

Q How many chairs are there?

A There are 140 white chairs available at Rosehill Community Center for use outside. If more chairs are needed the renter must supply them. These chairs cannot be used inside. The chairs used inside the rooms may not be used outside.

Q Can someone else sign in or out for me?

A The contract holder must sign the at check-in and at check-out unless a proxy form is filled out. The Point Elliott Room Coordinator has the Proxy Form which you can fill out at your planning meeting.

Q Can I leave my decorations overnight?

A Any equipment must fit inside your designated area in the Props Room. It can be delivered early and remain overnight. Pre-arrange delivery and pick-up with the Point Elliott Room Coordinator. It cannot contain fresh flowers, live plants, alcohol, or food.

INSURANCE

Proof of insurance must be delivered to the City of Mukilteo Recreation Office no later than 30 days before the event. General liability insurance must have an amendatory endorsement naming the City of Mukilteo as an "additional insured".

EVENTS THAT REQUIRE INSURANCE - INCLUDE (BUT ARE NOT LIMITED TO)

- Events open to the general public
- Weddings
- Events deemed to be high risk
- Events bringing equipment into the grass area or plaza

OBTAINING 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

- 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 holder's 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).



**City of Mukilteo
Rosehill Community Center
Outdoor Grounds Rental Application**

Phone: 425.263.8180

recreation@mukilteowa.gov

*Use this application for ceremonies only held on the
Plaza or Upper Lawn at the Rosehill Community Center*

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)</i>		
7. Describe event and equipment <i>Please list equipment you are bringing (tables, chairs, gazebo, trellis, flowers). If applicable, list names of rental delivery companies and drop off and pick up times. Reminder: Staking of any equipment into the grass or landscaping beds is NOT allowed.</i>		
Name of Rental/Delivery Company: _____		
Drop-off date and time: _____ Pick up date and time: _____		
8. Event Date:		
9. Event Set-up Time:	Actual Event Start & End Time:	
10. Event take down/clean time:		
11. Estimated number of attendees:		
12. Facility you plan to use		
<input type="checkbox"/> Upper Grassy Area (please indicate on map area you would like to use)		
<input type="checkbox"/> Plaza Area (please indicate on map area you would like to use)		

Event Components

15. Please check all items that apply to your event and provide details in box 16.			
<input type="checkbox"/> P.A. System	<input type="checkbox"/> Electricity/generator	<input type="checkbox"/> Trellis	<input type="checkbox"/> Amplified Music
<input type="checkbox"/> Live Music	<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Stage
<input type="checkbox"/> Helium Tank	<input type="checkbox"/> Tents/Canopies	<input type="checkbox"/> Other	

16. If you have checked any of the boxes in #15, provide details for these event components and describe any "other" items not on the list:

Reservations for the Plaza or Upper Lawn must accompany the rental of the Point Elliott Room. The reservation of either Plaza or Upper Lawn must be no less than 30 days in advance of event date.

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 Rosehill Community Center **Outdoor Grounds Guidelines** and **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 application and any related scheduled activities.

_____ I understand I need to provide my own chairs or I may borrow Rosehill's white plastic folding chairs (150). I will provide my own set up and clean-up of this event.

initials

_____ I have received the rules and guidelines for renting the Outdoor Grounds at Rosehill.

initials

Signature of Applicant:

_____ Date: _____

Electronic Signature:

Date:

City of Mukilteo Staff: _____ Date: _____