

Insurance Information

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Events serving alcohol
 - Events anticipating 200 or more people
 - 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 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 tulip.intactspecialty.com

- **Rosehill Community Center: ID Code 0465-107 or you can search venue by putting Rosehill/Lighthouse Park**
- The Renter answers questions about the event. **Do not click the Liquor Liability button unless you are selling alcohol.**
- 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 on-line. Visa and MasterCard 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.

Alcohol Information

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.
- Insurance 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
- 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:
 - Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
 - Licensed bartender will be required to show valid picture identification before tapping and serving.
 - 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.
 - Renter must provide pump tap. (No CO2 taps allowed)
 - Only 2 kegs allowed in the community center and must be inside Rosehill's keg holder