



**City of Mukilteo
Mukilteo Light Station
Rental Information Packet**



Mukilteo Light Station & Grounds Rental
Rosehill Community Center
304 Lincoln Ave, Mukilteo, WA 98275
425-263-8180 recreation@mukilteowa.gov

**APPLICATIONS ACCEPTED
UP TO ONE YEAR IN ADVANCE**

Thank you for your interest in renting the Mukilteo Light Station and Grounds at Mukilteo Lighthouse Park. The Light Station makes a beautiful location for weddings, Military Commissions and Ceremonies with up to 25 guests inside and 200 on the grounds which have lovely views.

Attached is a Light Station Rental Packet. The packet includes rental guidelines and information, applicable rules and regulations, and a Light Station application.

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

Mukilteo Light Station – History and Current Use

The Mukilteo Light Station, built in 1906, is listed on the National Register of Historic Places. One of the few wooden lighthouses in the Pacific Northwest, the Mukilteo Light Station includes an operational lighthouse with a fixed non-rotating Fresnel lens and a modern fog signal which help boaters navigate during foul weather. The public gained access to the Light Station and grounds in 1991 when the City of Mukilteo leased it from the Coast Guard. The Mukilteo Light Station is cared for jointly by the Mukilteo Historical Society and the City of Mukilteo although the navigational equipment is still maintained by the United States Coast Guard.

The Light Station includes the Lighthouse, the Keeper's Houses, the Gift Shop and the surrounding grounds. The Mukilteo Historical Society offers tours of the Lighthouse and makes it available for weddings and special events with volunteers staffing the event. From the grounds along the waterfront you can see north up Possession Sound to Camano Island, west to Whidbey Island, and south to the Kitsap Peninsula. A beautiful event setting for people who love lighthouses!

Weddings and Special Events

The Light Station and grounds may be used for the following special events:

- Weddings and commitment ceremonies
- Military Commissions
- Ceremonies

Facility & Grounds Information

- Lighthouse property can be used for ceremonies only, no receptions.
- The main floor of the Lighthouse can accommodate up to 25 people.
- The main floor of the Lighthouse is ADA accessible.
- The lawns in front of the Keeper's House or next to the Lighthouse can be used for events with up to 200 people.
- The maximum number of people in the Lighthouse tower is 5.
- Restroom facilities are available on the Light Station grounds.
- There is a small room for changing in the Interpretive Center.
- Mukilteo Historical Society volunteers will be present during all events.
- Whether you are holding your event inside or outside the Lighthouse, Mukilteo Historical Society volunteers will lead tours of the Lighthouse and the Tower for you and your guests if desired.
- No receptions may be held at the Light Station or on the grounds, however reception facilities are available at two locations:
 - Covered Picnic Shelters in Mukilteo Lighthouse Park
 - Rosehill Community Center – 304 Lincoln Ave, Mukilteo.
- Contact RHCC for more information 425.263.8180 or recreation@mukilteowa.gov
- Lighthouse Park parking fees are enforced.

Availability

The Light Station and grounds are available for rentals all year long. Rentals may be made up to one year in advance.

- April-September, the Light Station buildings are open to the public on Saturday and Sunday's 12-5pm.
 - Rentals are limited on Saturday and Sundays to:
 - 9:30am-11:30am or
 - 5:30pm-7:30pm
 - Any other day of the week rentals are available 9:30-7:30pm
- October – March, the Light Station is closed to the public.
 - Rentals are available any day between 9:30am- 6:00pm

Reservations

- All reservations and event coordination is through:

City of Mukilteo Recreation
Rosehill Community Center
304 Lincoln Avenue, Mukilteo, WA 98275
Phone: 425.263.8180
recreation@mukilteowa.gov



Rental Policies

- Equipment may be brought in during your rental. For example, chairs, arches, and sound systems.
- The renter must provide a full list of equipment to be brought in no later than 30 days before the event. The Mukilteo Historical Society and the City of Mukilteo reserve the right to disapprove equipment requests, in whole or in part.
- Use of sandbags or heavy blocks must be used for tie-down in lieu of staking.
- Food or beverages are not allowed in or on the Light Station buildings or grounds, bottled water is allowed.
- Alcohol is not permitted
- Smoking is not allowed anywhere on the Light Station grounds.
- No fireworks or sparklers are allowed.
- Lit candles and torches are not permitted in the Light Station buildings or on the grounds.
- Birdseed, rice, and confetti are not allowed in the Light Station buildings or on the grounds. Real flower petals are allowed.

Rental Fees:

- \$300 for two hours or less for weddings or other events
 - There is no rental fee for commissions or weddings of an active duty member of the United States military, proof of active military status is required.
- \$200 Security Deposit per event for all events, including those without rental fees.
- \$150.00 for each additional hour, if available.

Fees		
Security Deposit	\$200	
Rental – 2 hours	\$300	Minimum Rental

- Reservations are only confirmed after the completed application, rental fee and security deposit, have been received and processed by the Mukilteo Recreation Office.
- Forms of payment: check, cash, Visa, MasterCard or American Express. Checks should be made payable to the City of Mukilteo.
- Insurance is required for all weddings held in the Light Station or on the grounds. Insurance is also required for other events with 50 or more people. Proof of insurance must be delivered to the City of Mukilteo Recreation Office no later than 30 days before the event. Your personal insurance agent may be able to provide you insurance. Insurance may also be obtained through the Washington Cities Insurance Program. The cost of this insurance will vary based on the details of your event. See the Insurance information page for more information.
- **All cancellations or date changes must be made in writing (email acceptable).**
 - 14 Days or More Prior to Reservation Date
 - 100% Refund, Less Security Deposit
 - 13 Days or Less Prior to Reservation Date
 - No Refund

Frequently Asked Questions

- Q: Can my guests go anywhere on the Light Station grounds during the rental?
A: Yes, they are welcome to wander the grounds and into the Interpretive Center which houses small historical exhibits and a video on the Lighthouse and keepers.
- Q: May we decorate the fence with flowers?
A: Yes, but only real flowers may be used. No stapling or other destructive method can be used for attaching the flowers. The flowers must be removed by the end of the rental time.
- Q: Can I carry items into the Tower?
A: Backpacks, large bags, and packages are not permitted in the tower. Cameras and binoculars are acceptable.
- Q: How hard it is to climb up the Tower?
A: The climb up the Tower is on a circular staircase of 36 steps which gets quite narrow at the top. There is a handrail.
- Q: Where can I get more information on the Mukilteo Historical Society?
A: From their website at: www.mukilteohistorical.org.
- Q: Where can I get more information on lighthouses?
A: www.lighthousefriends.com.

Insurance

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Weddings
 - Events anticipating 100 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
 - 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 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.

Parking Fees Apply

Today's date:		
Event type: <i>Check One</i>		
<input type="checkbox"/> Wedding <input type="checkbox"/> Commitment Ceremony <input type="checkbox"/> Memorial <input type="checkbox"/> Commission		
Active military status: <i>if applicable</i>		
Event date:	Event start:	Event end:
Name:		
Address:		
City/State/Zip:		
Cell phone:		
E-mail:		
Expected attendance including children:		
List equipment you intend to bring:		
<p>Indemnification/Hold Harmless: User shall defend, indemnify and hold harmless the Mukilteo Historical Society and 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.</p>		
<p>User Acknowledgement/Agreement: I hereby assume full responsibility for the facility's use and agree to comply with all rules and regulations of the Mukilteo Historical Society and 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 the regulations of the City of Mukilteo. I understand the Mukilteo Historical Society and the City of Mukilteo reserve the right to deny use, change, or cancel any part of this Facilities Use Permit and any related scheduled activities, at any time.</p>		

	Renter	City of Mukilteo Staff
Printed Name		
Signature		
Date		