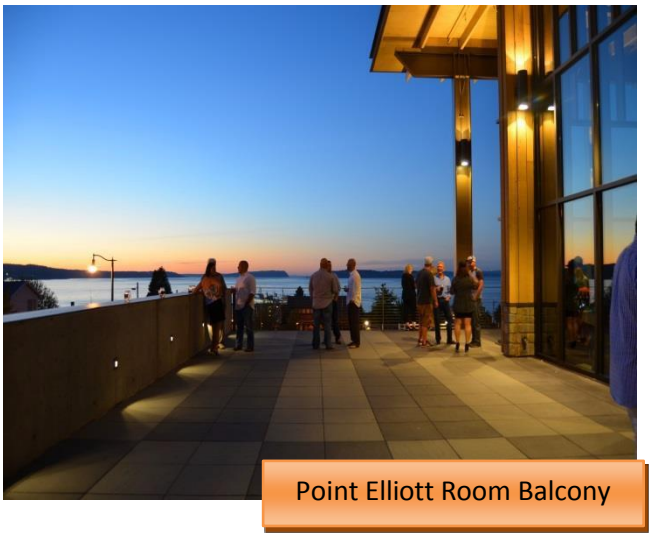
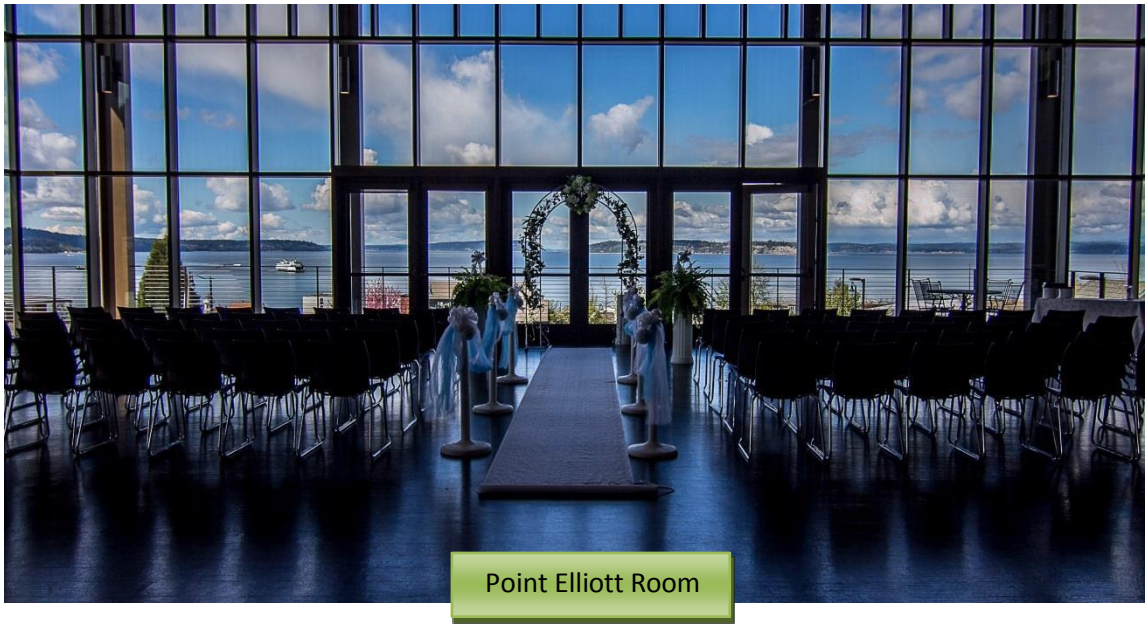
Point Elliott Room Packet
Rosehill Community Center
304 Lincoln Ave, Mukilteo, WA 98275
425-263-8180 recreation@mukilteowa.gov

Rosehill Community Center
Point Elliott Room Rental Packet

~Rental Rates ~Rental FAQ'S ~Application Form

Rosehill Community Center


Point Elliott Room Balcony


Point Elliott Room

Rental Hours

Monday – Thursday	6:30 am – 9:00 pm
Friday	6:30am – Midnight
Saturday	8:00 am – Midnight
Sunday	9:00 am – 10:00 pm

Community Center Hours

Monday – Friday	6:30 am – 9:00 pm
Saturday	8:00 am – 9:00 pm
Sunday	9:00 am – 4:00 pm

Point Elliott Room

Venue	*Day*	*Season*	***Rates***
Stage Half & Kitchen	Monday - Friday	Year - Round	**$109hr.**
Stage Half Bundle	Monday - Friday	Year - Round	**$115hr.**
Window Half & Kitchen	Monday - Friday	Year - Round	**$127hr.**
Window Half Bundle	Monday - Friday	Year - Round	**$131hr.**
Full Room & Kitchen	Monday - Friday	Year - Round	**$207 hr.**
Full Room Bundle	Monday - Friday	Year - Round	**$230hr.**
Full Room Bundle	Saturday, 10 Hours	October - April	**$2820**
Full Room Bundle	Saturday, 10 Hours	May - September	**$3450**
Full Room Bundle	Sunday, 10 Hours	Year - Round	**$2820**

Security Deposit	Monday - Thursday	Year - Round	$300
	Friday - Sunday	Year - Round	$500

Alcohol Fee	Monday - Sunday	Year - Round	$180

City of Mukilteo residential discount may apply.

Occupancy
Monday – Friday 1/2 of Point Elliot (Window side – 100 seated at tables Stage side – 80 seated at tables)
Full Point Elliot Room - 216 seated at tables

Outdoor Venues

Venue	*Minimum Hours*	*Price*	*Deposit*	*Additional Time*
Upper Lawn or Lower Plaza	Start of Point Elliott rental until 1 hour after ceremony	$500	$200	$100 per hr.
Historic Mukilteo Lighthouse	2 Hours	$300	$200	$150 per hr.

FREQUENTLY ASKED QUESTIONS AND GUIDELINES

Q: Can I check room availability online?
A: You will need to call the Rosehill Community Center at 425.263.8180 or send an email to recreation@mukilteowa.gov to check availability.

Q: How many people can the Point Elliott Room accommodate?
A: The Point Elliott Room can accommodate up to 216 guests seated at tables in the full room. On the stage half it accommodates 80 guests seated at tables and on the window half it accommodates 100 guests seated at tables.

Q. How do I book the Point Elliott Room?
A: We book two years in advance. For example, on January 2nd 2020 people can reserve through January 2022.On the first weekday of every month we will open up the full month for booking up to two years in advance. We accept applications in person 8 am to 5 pm Monday – Friday, the priority will go to the people who book in person and then we will look at email applications.

Q. What forms of payment may I use?
A: Fees may be made using cash, check, money orders, VISA, MasterCard, or American Express.

Q: When do I need to pay for my Point Elliott Room rental?
A: The security deposit, alcohol fee and 50% of the hourly rental fee is due at the time of booking to hold your reservation. Balance is due 90 days before the event.

Q. What does the security deposit cover?
A: Security deposits are 100% refundable provided all the conditions you agreed to on your rental application are met. Security deposits aren't refundable if at any time you cancel your reservation.

Q: Do you provide the linens, dishes, serving pieces, etc. for rentals at Rosehill Community Center?
A: We do not provide these items, but they can be procured through your caterer or rental company.

Q: What facilities and equipment come with my rental of the Point Elliott room?
A: Rental of Rosehill Community Center rooms includes 27, 60" round tables, 20, 4.5'x 2' rectangle tables 216 chairs and microphones.

Q: If I'm the renter/contract holder, what are my responsibilities?
A: Payment for the deposit and rental fees must be paid by the contract holder. The banquet permit and liability insurance must be in the renter/contract holders name. The contract holder must agree to all of Rosehill Community Centers guidelines and initial/sign in the appropriate places to accept responsibility for the rental.

Q: Can I decorate the Point Elliott Room?

A: Only freestanding floor and table decorations are permitted. Candles may be used if they are enclosed in a hurricane glass or vase. Bubbles are permitted outside the building for the "send-off." Obtain easy release tape from the front office for taping down floor cords. This tape is not allowed anywhere else in the space.

Affixing anything to ceiling, walls, lights, doors, columns or windows is not allowed. Use of dry ice, fog/smoke machines, piñatas, rice, birdseed, glitter, sparklers, confetti, petals whether real or fake, either inside or outside the Rosehill facility is not allowed. Any additional equipment brought in by the renter must be pre-approved by the Rosehill staff and is subject to space availability. The use of chalk on any sidewalk or the plaza area is also not allowed.

Q: Is the lobby part of my rental space?

A: The lobby can be used for a welcome table and a small sign on an easel. Otherwise, the lobby is part of the Community Center, which is public space. No food or drink or additional decorations are allowed in the lobby.

Q: Is the public allowed in the building when I'm holding an event at Rosehill Community Center?

A: If your event is during normal operating hours, then yes, the public may be in the building. However, the room(s) you rent will be just for your guests - the general public will not be allowed to walk through or use your rented space. If your event is after hours, the public will not be allowed in the building.

Q: Who is responsible for set-up and clean-up of my event?

A: The renter/contract holder is responsible for set up and cleaning of the Point Elliott Room, Kitchen & Blue and Green room. The hours rented must include time for the set up, and at least 1.5 hours for cleaning. There are companies that can be hired to come into the facility and do both or just the clean-up. The front desk can provide names of those companies.

Q: Our event is going to end very late at night. May we come back the next day to clean up?

A: When booking your event you must include enough time for set-up, decorating, and for clean-up. No next-day clean-up is allowed. Cleaning supplies are provided.

Q: What are your catering rules and regulations? May we provide our own food? May we have a potluck?

A: You are welcome to bring your own food, have a potluck, or have the caterer of your choice. The kitchen is not a commercial kitchen, but it does include ovens, stove, refrigerators, freezer, and a commercial dishwashing system. We suggest that you bring prepared food and use the kitchen for warming, service preparation, and dishwashing.

Q: What type of alcohol can we have at our event at the Rosehill Community Center?

A: Beer, wine, and champagne may be served. Hard liquor is not allowed. Please see *alcohol information sheet in this packet* for specifics on permits, insurance and bartending requirements if you're having a keg (maximum 2 – must be in Rosehill keg holder). Permits and insurance must be in the renter/contract holders name.

Q: Are we allowed to have a DJ or a band?

A: Yes, DJ's are recommend and bands are allowed, both DJ's and bands need to bring their equipment.

Q: May we use the stage for our rental?

A: The best use for the stage is for a DJ or for business purposes to have a presenter on stage. No food or drink is allowed on the stage.

Q: May we use barbecue grills or propane tanks to cook food for our event?
A: No, barbecue cooking isn't permitted at Rosehill Community Center.

Q: May we use propane heaters on the balcony?
A: You may have propane heaters on the balcony but the propane tanks cannot come into the building. Tanks must come in during your rental time and leave with you.

Q: How do I schedule a rehearsal?
A: Dress rehearsals can be scheduled 90 days prior to a wedding date, and once all rental fees have been paid. The time of the one-hour courtesy no-fee dress rehearsal is dependent on availability of the rental space.

Q: When do you accept deliveries?
A: Deliveries can be made at the start-time of your contract. Depending on availability, we may be able to accept deliveries earlier than your start time. For rental company pick up and delivery times please contact the front desk. All personal items must be removed by the end of your event; Please contact front desk for rental company pick-up and delivery times.

Q: Is parking available?
A: Yes, there are two parking lots. Parking is free and is first-come, first-serve.

Q: Is Rosehill Community Center accessible?
A. Yes, the entire facility is ADA accessible to persons with disabilities.

Q: Is the Rosehill Community Center open on holidays?
A: Rosehill is closed on all federal holidays.

Q: Is there any reason the Rosehill Community Center would cancel my reservation?
A: It is very unlikely that your reservation will be cancelled by Rosehill Community Center staff. If we do have to cancel it, your deposit and any rental fees paid will be refunded. However, reservations may be denied or revoked when an applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the *Rosehill Facility Use Application*.

Q: May I use the Plaza or Grassy Area for my wedding or reception?
A: The Plaza and Grassy Area can be rented for an additional fee. A rental application will need to be completed. The Plaza & Grassy area is available for wedding ceremonies only. The Plaza or Grassy area needs to be rented at least 30 days before your rental.

POINT ELLIOTT DATE CHANGE & CANCELLATION POLICIES

DATE CHANGES

FRIDAY, SATURDAY, SUNDAY

- All date-change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to Rosehill facility and staff availability.
- Date changes received 90 days or more prior to rental: 100% of security/damage deposit is forfeit; you will be charged a new security/damage deposit, room fees and alcohol fee will transfer to new date.
- Date changes received 89 days or less prior to rental: forfeiture of the security/damage deposit, alcohol fee, and room fees. The new date will be treated like a new booking.

MONDAY – THURSDAY

- All date-change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to Rosehill facility and staff availability.
- After booking a reservation, the renter has 14 business days to change the date-notice in writing required, all fees transfer.
- Date changes made 15 business days or more after initial booking, renter will lose 100% of their security/damage deposit, new security/damage deposit required, rental fees and alcohol fee transfer.

CANCELLATIONS

- All cancellations by the renter must be made in writing (email is acceptable).
- Cancellations received 90 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol fee. The security/damage deposit will not be refunded.
- Cancellations received 89 days or less prior to rental: No fees or deposits will be refunded.
- A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

NO SHOWS

If a rental does not show for its scheduled rental, it will be treated as a cancellation, and the security/damage deposit, alcohol fee, and room rental fees will be forfeited.

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 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: 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 SHEET

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

POINT ELLIOTT ROOM APPLICATION

TODAY'S DATE: _____ **DATE OF EVENT:** _____

CONTRACT HOLDER	DAY OF EVENT CONTACT
Name:	**Name:**
Phone:	**Phone:**
Email:	**Email:**

ADDRESS: _____ **NON-PROFIT ID #** _____

CITY: _____ **ZIP:** _____

COMPANY NAME: _____

EXPECTED ATTENDANCE _____**(INCLUDE CHILDREN)**

Office Use Only

_____

Initial _____

TYPE OF EVENT: (Business Meeting, Wedding, Party, Auction, Memorial, Reunion etc.) _____

If a wedding and/or reception: _____ _____
First and Last Name of Couple Getting Married

ROOM REQUESTED:

ONLY Monday thru Friday

- ○ Full Room / Kitchen, Blue & Green Rooms
- ○ Full Room w/ Kitchen Only
- ○ Window Half w/ Kitchen, Blue & Green Room
- ○ Window Half w/ Kitchen Only
- ○ Stage Half w/ Kitchen, Blue & Green rooms
- ○ Stage Half w/ Kitchen Only

Saturday or Sunday

- ○ Full Room / Kitchen, Blue & Green Rooms

Event signs for posting should read

Rental Hours Must be Continuous

Rental Start Time: _____ Rental End Time:_____

What time does your event start: _____

What time does set-up begin: _____

What time does clean-up begin: _____

At a minimum, allow 1.5 hours for clean-up; bar must be closed 1.5 hours before end time.

ALCOHOL DETAILS:

Will you be serving or selling alcohol? ○ YES ○ NO

Will you be bringing in a keg (maximum of 2)? ○ YES ○ NO

Please Refer to Alcohol Information Sheet in this Packet for more information on permits, insurance and regulations

TABLES AND CHAIRS:

_____60" Round Tables (27 rounds allotted to Point Elliott Room)

_____4'.5" (24"x54") Rectangular Tables (20 rectangular tables allotted to Point Elliott Room)

_____Chairs – black with chrome

EVENT DETAILS:

Is your event open to the public? YES NO
If yes, liability insurance is required

Are you advertising to the public? YES NO
If yes, liability insurance is required

Will you be charging admission? YES NO
If yes, liability insurance is required

Will you be serving food and using the kitchen? YES NO
If yes, who will provide the food?
Name: _____ Phone: _____

Will there be music YES NO
If yes, how is the music provided? _____

Equipment Request	**Circle One**	
Wireless Microphone	YES	NO
Lapel Microphone	YES	NO
Easel (s)	YES	NO

Please read and initial:

____**I have read all the Rosehill Rental Packet and FAQ's and agree to abide by all policies including the cancelation/date change/refund policy. **All cancelations forfeit the security deposit. ****

____I am aware I must not arrive earlier than my rental time noted on my Rental Contract.

____I am aware that I am responsible for the set-up and clean-up and I have reserved sufficient time for these tasks to be completed within my rental time.

____I am aware I must inform all third party vendors of all City of Mukilteo Policies and Procedures and that they must abide by these during my event.

____I am aware that the City of Mukilteo is unable to provide storage or accept deliveries for my event except smaller items such as dishes and linens.

____I am aware that I am responsible for my group and all guests, including children. Guests must stay within the rental space and children will be accompanied by an adult at all times.

____I understand that all requests are on a first-come, first-served basis and no date will be held until a Facility Use Application and initial fees have been collected.

____I understand that all fees must be paid on or before the due dates or there is a risk of losing the rental space.

____I understand and will abide by the clean-up guidelines as defined on the Point Elliott Room Event Clean-up Check List. My clean-up will start at least 1.5 hours before the end of my paid rental time.

____I am aware I must not exceed the rental end time indicated on my Rental Contract. I agree to vacate the Rosehill Community Center at the time indicated on this application. The Rosehill Community Center reserves the right to contact the Mukilteo Police Department if renter does not vacate the building at the time indicated on the application form. If renter stays past the time on the application, renter will automatically lose their damage deposit(s) and will be charged double the hourly rate and double the staff rate. Partial hours are treated as whole hours.

____I agree to obey the rules regarding the serving of alcohol as set forth in the Rental Guidelines. The Rosehill Community Center staff reserves the right to contact the Mukilteo Police Department if we do not obey these rules. Unauthorized alcohol automatically forfeits renter's damage deposits.

____The Recreation and Cultural Services Division at Rosehill reserves the right to change the rules and regulations as stated herein without prior notice. The rules and guidelines will be reviewed with renter at approximately the 30-day check-in.

____**PHOTO/VIDEO RELEASE**: I hereby grant permission and authorize the City of Mukilteo to use, publish, copyright, and re-publish my photograph/video unchanged or modified, in all media that exists now or later, for purposes of promoting, describing and advertising City facilities and events and programs sponsored by the City of Mukilteo. I also release and waive any and all claims against the City for such use, publication and re-publication. I have read, understood, and voluntarily accepted the conditions of the Photo/Video Release printed above

Please review the following documents within the packet:

- Alcohol Information Sheet
- Insurance Information Sheet
- Frequently Asked Questions

You must be must be 21 years or older to submit an application.
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 rental application and any related scheduled activities.

There is no legal or binding commitment between the Renter and the City of Mukilteo until after the Rental Contract is signed by both parties and initial fees have been paid.

Indemnification/Hold Harmless
User shall defend, indemnify and hold harmless the City of Mukilteo, 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 or 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.

_____ _____
Signature of Renter Date

_____ _____
Signature of RHCC Staff Date