

PICNIC SHELTER & VOLLEYBALL COURT RENTAL

Thank you for your interest in renting a picnic shelter and/or Volleyball Court 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.

Rentals

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

Mukilteo Lighthouse Park			
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 – Picnic Shelter and Volleyball Court

1. Check on-line for availability
<https://anc.apm.activecommunities.com/cityofmukilteorec/reservation/search>
 - a. You can also come into Rosehill Community Center, 304 Lincoln Ave, Mukilteo, WA 98275.
2. Rent your space on-line <https://anc.apm.activecommunities.com/cityofmukilteorec/reservation/search>
 - a. Payment online takes Visa, MasterCard, or American Express.
 - b. If your reservation does not require insurance, your reservation process is complete.

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)
<https://mukilteowa.gov/departments/recreation/special-events/>
 - Insurance is required, please see the INSURANCE section

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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.

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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.

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Lighthouse Park Rules

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 & VOLLEYBALL COURT RENTAL INSURANCE

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Events anticipating 50 or more people
 - Events deemed to be high risk
 - Events open to the public
 - Weddings and wedding receptions

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 holder’s name**

OBTAINING INSURANCE

- 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 and purchase insurance through WCIA.

WASHINGTON CITIES INSURANCE AUTHORITY (WCIA)

Instructions for obtaining a quote and/or insurance are as follows:

Access the site at <https://gatherguard.com/>

- **Rosehill Community Center:**
 - Select **Get a Quote** button
 - Select your event type
 - Answer questions then select **Continue** button
 - Select **Search for a venue** then enter **Rosehill** then select **Rosehill Community Center** or Select **Use a venue code** and enter **0465-558**

The transaction is completed with credit card on-line. Visa, MasterCard, American Express & Discover 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.