



## 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](mailto: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 a ceremony with up to 216 guests.

## RENTAL CHECKLIST

1. You must rent the Point Elliott Room before you can rent the lawn or plaza.
2. Review all Rental Packet information.
3. Complete the Outdoor Grounds Application and return it in person, by mail, or email to [recreation@mukilteowa.gov](mailto:recreation@mukilteowa.gov).
  - **Reservations for the Outdoor Venues must be made 90 days in advance.**
  - Full payment needs to accompany the application if delivered in person or by mail.
  - If 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)
4. When your application is approved, the Recreation Office will process your payment. At that time your date will be booked.

## RENTAL FEES

Use of the Grass Area or Plaza Area	\$500 ( <i>From start of Point Elliott Room rental until 1 hour after ceremony</i> )
Security/Damage Deposit	\$200 ( <i>Refundable if all rules are followed and clean up is done on-time</i> )

## CANCELLATIONS, REFUNDS, and CHANGES

### **Cancellations and Refunds:**

- Refunds will NOT be given due to changes to the weather (too hot, too cold, rain, etc.).
- All cancellations by the renter must be made in writing (email is acceptable).
- Cancellations 90 days or more prior to rental.
  - All rental fees and deposit will be refunded.
- Cancellation 89 days or more prior to rental.
  - No fees or deposits will be refunded.

### **Changes to Reservations:**

- Approval of a change is subject to availability.
- Date changes will be treated as a cancellation and new reservation. See cancellation and refund policy above.

## CHECK IN

- Check-in for the Plaza or Upper Lawn is done at the same time check-in is done for the Point Elliott Room.

## CLEAN UP

- The contract holder is responsible for cleaning the rental area within one hour of the ceremony ending.
- 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.
- Failure to follow the policies and rules for the outdoor grounds may result in additional fees, and loss of your security deposit, and/or denial of future rental usage.

## CHECK OUT

- Check out for the outdoor spaces is at the end of the Point Elliott Room Rental and is part of that check out process.

## 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, cash, VISA, MasterCard, or American Express. Check or money order should be made out to the City of Mukilteo.

**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 and put in dumpster
  - Chairs are returned, hung & stacked, clean and dry
  - If staff time is required, the contract holder will lose their deposit and be billed for staff at twice their normal rate.
- No repairs are required after the event. The cost of the repair(s) will be billed to the contract holder for these additional charges with staff time billed at twice their normal rate.
- 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 area may be reserved up to two years in advance. Rental must accompany the rental of the Point Elliott Room.

**Q What hours are the outdoor grounds available for rental?**

A 10:00 am – 9:00 pm

**Q Who can rent at Rosehill Community Center venues?**

A All rental contract holders 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 Contract (This should be the same person as the Pointe Elliott Room) is the contract holder and is responsible 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 minimum charge of one (1) hour

**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 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. All tents 400 square feet or more must be inspected by the Mukilteo Fire Marshal.

**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 or nails 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 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, however, 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/20-amp power 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 are allowed on Rosehill Community Center grounds.

**Q How many chairs are there?**

A There are about 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 at check-in and at check-out unless a proxy form is filled out, this is done along with the Point Elliott Room check-in and check-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 or live plants.



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

*NOTE: Point Elliott Room must be rented **before** renting the Rosehill community Center grounds.  
 Use this application for ceremonies held on the  
 Plaza or Upper Lawn at the Rosehill Community Center*

**Event Date:**

**Contract Holder Information**

Name

Address:

City:

State: Zip:

Day Phone:

Evening Phone:

E-Mail

**Event Information**

Describe event and equipment *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.***

Name of Rental/Delivery Company: \_\_\_\_\_

Drop-off date and time: \_\_\_\_\_ Pick up date and time: \_\_\_\_\_

12. Facility you plan to use

Upper Grassy Area (please indicate on map area you would like to use)

Plaza Area (please indicate on map area you would like to use)

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 the 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 the use, change, or cancel any part of this application and any related scheduled activities.

\_\_\_\_\_ initials **I understand I need to provide my own chairs, or I may borrow Rosehill's white plastic folding chairs (140). 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.**

**Signature of Contract Holder:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature of City of Mukilteo Staff:**

\_\_\_\_\_ Date: \_\_\_\_\_

- *The reservation of either Plaza or Upper Lawn must be no less than 90 days in advance of the event date.*