

Rosehill Community Center
"A room with a view"

~Venue Information ~Rental Rates ~Application Form
Point Elliott Rental Packet



Rosehill Community Center



Point Elliott



Point Elliott

Point Elliott

Venue	Day	Season	Rate
Point Elliott Bundle**	Saturday (10 hours minimum)	October- April	\$400 / hour (\$4000 -10 hours)
Point Elliott Bundle**	Saturday (10 hours minimum)	May- September	\$445/ hour (\$4450 -10 hours)
Point Elliott Bundle**	Sunday (10 hours minimum)	All year	\$360/ hour (\$3600 - 10 hours)
Point Elliott Bundle*	Monday-Friday	All year	\$270 / hour
Point Elliott w/Kitchen*	Monday-Friday	All year	\$220 / hour
Security Deposit	Monday-Thursday	All year	\$300
Security Deposit	Friday-Sunday	All year	\$800
Alcohol Fee		All year	\$200
* 5 hour minimum ** 10 hour minimum			

Resident rate may apply.

Full Point Elliot capacity – 216 seated at tables.

Outdoor Spaces Rentable with the Point Elliott

Venue	Hours	Price	Deposit
Upper Lawn or Lower Plaza	Start of Point Elliot Rental until 1 hour after ceremony (Rental available with Point Elliott ONLY)	\$500	\$200

ADDITIONAL APPLICATION REQUIRED

If it is not in this packet, please ask!

Deposit will be forfeited if rules are not followed!

Point Elliott Information

- The full Point Elliott can accommodate up to 216 guests.
- The Point Elliott has 27 round tables (60 inches in diameter – seating 8 people each), 20 rectangle tables (4.5 feet by 2 feet), and 216 chairs.
- To check Point Elliott availability, call 425-923-8180 or email recreation@mukilteowa.gov. You can also check on-line on the [City of Mukilteo Website](http://www.cityofmukilteo.gov).
- Rentals are done up to two years in advance. i.e., on February 1, we will rent through the end of February two years out.
- Set-up & clean-up time **must** be included in your rental time.
- We do **not** provide linens, dishes, serving dishes, flatware, décor. You can purchase or rent them from local rental companies.
- The kitchen is caterer ready. The caterer or cook(s) will have to bring their own pots, pans, utensils, etc. to use our appliances.
- Deposits are refundable after your event if you follow the policies and are out on time.
- Review cancellation & date change policies before booking.
- To finalize the reservation, you must fill out the application then pay:
 - Security Deposit
 - Alcohol Fee (if applicable).
 - ½ of rental fees (the other half is due 90 days prior to your event).

During Your Event

- If your event is during normal operating hours, we are open to the public.
- The space(s) rented are your private rental spaces.
- There may be other rentals in the smaller event spaces after hours.

Balcony

- The balcony can accommodate up to 150 guests.
- Food and drink cannot be set-up on the balcony

Using the Lobby

- The lobby is part of the Community Center, which is a public space.
- Food and drink must stay within the rental space.

Using the Stage

- The best use for the stage is for a DJ or presenter.
- Food or drink are **not** allowed on the stage.

One-Hour No-Fee Courtesy Rehearsal Time

- Date and time are scheduled with the Point Elliott Coordinator.
- Dress rehearsals can be scheduled up to 90 days prior to your wedding date once all rental fees have been paid.
- Schedule is dependent on availability of the rental space. We may need to offer smaller rental spaces if the Point Elliott is not available.

Contract Holder's Responsibility

- Complete application
 - Initial in the required places.
 - Sign the application (agreeing to all guidelines in the packet & application).
- Pay for the deposit, rental fees, and alcohol fee (if necessary).
 - Pay with cash, check, or credit card (American Express, MasterCard, or VISA)
- Submit insurance in the contract holder's name (if applicable).
- Submit the banquet permit in the contract holder's name (if applicable).
- Be available as the contact person for all communications (email and/or phone).
- Attend all meetings.
- Pay the remaining balance 90 days prior to the event.
- Be responsible for the behavior of their guests.
- 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 has a resource list including these companies.
- Set-up and clean-up of event is the responsibility of the Contract Holder.
- The set up and cleaning of the Point Elliott, Kitchen, Blue Room, Green Room, and lobby:
 - Cleaning supplies are provided.
 - Clean-up and set-up **must** be completed during your rental hours.
 - A Resource List is available with set-up or cleaning services.
 - Wipe down and put away tables & chairs.
 - Taking trash out to dumpster (back corner of upper parking lot).
 - Sweep/vacuum floors.
 - Mop sticky spots on floors in kitchen, Point Elliott, Green and Blue Rooms.
 - Empty refrigerator & freezer (including bags of ice).
- Children **must** always be supervised.
 - No children outside of the rental venue without adult supervision.
- Contract holder **must** ensure attendance is at or below rental space's occupancy limit.
- Contract holder or contractor's proxy **must** check-in before doors are unlocked.
- Contract holder or contractor's proxy **must** sign-out before leaving.

Entertainment

- DJs are recommended, and bands are allowed. Both DJ's and bands need to bring their own equipment.
- All entertainment **must** be family friendly.

Catering and Food

- You may choose a caterer or provide the food yourself.
- A catering kitchen is part of your rental. It does include microwave, ovens, stove, refrigerator, freezers, ice maker and a commercial dishwashing system.
- We suggest that you bring prepared food and use the kitchen for warming, service preparation, and dishwashing.
- Outdoor cooking / grills are **not** allowed.
- Food trucks are **not** permitted within the City of Mukilteo.
- Food or drinks, including alcohol, **must** stay in your rental areas (**not** allowed in the lobby or outside the building, including the lawn and plaza).
- Dishes **must** be washed prior to storage for later pick-up.
- Food preparation is not allowed on the stage or in the Props room.

Decorating

- Only freestanding floor and table decorations are permitted.
- Candles may be used if the candle and flame are at least one inch below the top of the glass vessel.
- Adhesive of any kind is **not** allowed; this includes painters tape and Command hooks. Affixing anything to the ceiling, walls, lights, doors, columns, or windows 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.
- **Flower petals (real or fake) are not allowed inside the Point Elliott.**
- Real flower petals can be used outside during the ceremony if you have rented the plaza or lawn.
- Helium tanks are **not** allowed. (No pressurized tanks are allowed.)
- Piñatas, confetti, glitter, birdseed, silly string, rice, or similar items (Including balloons with glitter or confetti in them) are **not** allowed, inside or outside.
- Fog machines, smoke machines and dry ice are **not** allowed.
- The décor **must** be family friendly.
- The fire lane must be clear of all tables, chairs, and decorations.
- Setting up items in indoor or outdoor public spaces of Rosehill is **not** allowed.

Deliveries

- Deliveries can be made at the start-time of your contract to your day-of-point person.
- Deliveries to the Props storage room should be made when the Point Elliott is **not** in use. Please contact the Point Elliott Coordinator.
- For rental company pickup and delivery times please contact the Point Elliott Coordinator.
- The front desk does **not** accept or sign for deliveries.

Ceremony venues

- Balcony attached to the Point Elliott. (part of Point Elliott rental)
 - Capacity is 150.
- The Plaza and Grassy Area can be rented for an additional fee (only with the rental of the Point Elliott).
 - 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 90 days before your rental.
 - No food or drink is allowed. (Except water)
- The Mukilteo Historical Lighthouse grounds can be rented for an additional fee.
 - A rental application will need to be completed.
 - The Lighthouse area is available for ceremonies only.
 - No food or drink is allowed. (Except water)

Parking

- There are two parking lots with about 110 spaces, which includes handicap spaces.
- Parking is free.

ADA

- Rosehill Community Center is an ADA accessible building.

Miscellaneous Rules

- Fireworks are illegal in the City of Mukilteo, this includes sparklers.
- Pressurized tanks of any kind are **not** allowed inside or outside of building (i.e., propane, CO2, Helium, jockey boxes...)
- Smoking must be 25ft away from the building. (Smoking on the balcony or within the Point Elliott is **not** allowed.)
- None of our furniture can be used outside.
- Any furniture that has been outside cannot be used inside.
- Do **not** store personal items in the table and chair storage space in the Point Elliott.

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 forfeited.
 - You will be charged a new security/damage deposit.
 - Room and alcohol fees will transfer to the 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.
- Date changes made within 14 days of the initial booking:
 - All fees transfer.
- Date changes made 15 days or more after initial booking:
 - Renter will lose 100% of their security/damage deposit.
 - You will be charged a new security/damage deposit.
- 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 space rental fees will be forfeited.

INSURANCE INFORMATION

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Events serving alcohol.
 - Events anticipating 217 or more people.
 - Events deemed to be high risk.
 - Events that are 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.
- 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. 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.
- 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):

A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date, and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

- 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.
 - If a renter is planning to use 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.
- The Special Occasion License or Caterer Class 1 license **must** be posted in the rental space during the event.

Serving Alcohol

- Alcohol requires
 - Payment of alcohol fee.
 - Banquet permit issued by the State of Washington
 - Liability insurance
 - All documents need to be in the contract holder's name.
- Alcohol = Beer, Wine, & Champagne **ONLY**.
- No hard liquor is allowed in any part of the Rosehill building or outdoor spaces including Point Elliott, blue room, green room, and kitchen.
- Keg(s) **must**:
 - Be placed in our keg coolers.
 - Stay outside until tapped
 - Be tapped away from the building – in the parking lot.
 - Renter **must** supply a pump tap. (Jockey boxes are **not** allowed. No pressurized tanks allowed.)
 - Be tapped by a bartender with a MAST12 license.
 - MAST 12 and photo ID **must** be shown to the front desk before tapping the keg.
 - 2 kegs maximum.
- **Permits and insurance must be in the renter/contract holder's name.**
 - Permits and insurance **must** be submitted 30 days prior to your event.



POINT ELLIOTT APPLICATION

TODAY'S DATE: _____

DATE OF EVENT: _____

RENTER/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 Names of Couple Getting Married

POINT ELLIOTT REQUESTED:

ONLY Monday thru Friday

Saturday or Sunday

Point Elliott w/ Kitchen, Blue & Green (Bundle)
Point Elliott w/ Kitchen Only

Point Elliott w/ Kitchen, Blue & Green

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 clean-up begin: _____

At a minimum, allow 1.5 hours for clean-up; bar's last call must be 2 hours before rental end time.

ALCOHOL DETAILS:

Will you be serving or selling alcohol? (Beer & Wine ONLY) 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.



EVENT DETAILS:

- | | | |
|--|-----|----|
| Is your event open to the public?
<i>If yes, liability insurance is required</i> | YES | NO |
| Are you advertising to the public?
<i>If yes, liability insurance is required</i> | YES | NO |
| Will you be charging admission?
<i>If yes, liability insurance is required</i> | 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.**
- I am aware alcohol is strictly limited to beer, wine and/or champagne, and that service of hard alcohol will result in immediate termination of the event with no refund.**
- I am aware that assigning or subletting is not allowed in any circumstance.**
- I am aware I must not arrive earlier than my rental start time 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. Children must always be accompanied by an adult.
- 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 payment is 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 Event Clean-up CheckList. 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 the rules are not followed. *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 30-days prior to the event.

_____ **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 21 years or older to apply.

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