City of Mukilteo
Wedding Circle at Lighthouse Park
Rental Information Packet

Lighthouse Park
609 Front Street
Mukilteo, WA 98275
425.263.8180
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Mukilteo, WA 98275
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Dear Wedding Circle Renter:

Thank you for your interest in renting the Wedding Circle at Lighthouse Park in Mukilteo. The Wedding Circle makes a beautiful location for a wedding with up to 50 guests and is a lovely spot for smaller special events. The nearby covered Picnic Shelters provide another option for outdoor weddings, events and receptions.

Attached is a Wedding Circle Rental Packet. The packet includes a checklist for renting the Wedding Circle, rental guidelines and information, applicable rules and regulations, and a Wedding Circle Application.

To reserve the Wedding Circle, please complete, sign, and date the Wedding Circle Application, attach your payment in full, and return it to: City of Mukilteo, Recreation Office, 304 Lincoln Avenue, Mukilteo, WA 98275. Acceptable forms of payment are cash, check or money order (made out to City of Mukilteo), Visa, MasterCard, or American Express. Insurance is required for all weddings.

We hope you have an enjoyable time in this beautiful park. If you have any questions, contact the Recreation Office at recreation@ci.mukilteo.wa.us or 425.263.8180.

Sincerely,

Jennifer Berner
Recreation and Cultural Services Director
Rosehill Community Center
304 Lincoln Avenue
Mukilteo, WA 98275
Checklist for renting the
Wedding Circle at Lighthouse Park

1. Call the Recreation Office at 425.263.8180 to determine the Wedding Circle date availability.

2. Review all Wedding Circle Rental Packet information.

3. Complete the Wedding Circle Application and return it in person, by mail, or FAX at 425.353.2457. Full payment needs to accompany the application. We accept the following forms of payment: cash, check or money order (payable to City of Mukilteo), Visa, MasterCard, or American Express.

4. When the Wedding Circle Application is approved, the Recreation Office will process your payment. At that time your date will be booked on our calendar.

5. See the attached Insurance Information sheet to determine if insurance is required. If insurance is not required, your reservation process is complete. Insurance is required for all weddings or wedding receptions held at the Wedding Circle or in the Picnic Shelters.

6. If insurance is required, obtain insurance and submit a copy of the Certificate of Insurance to the Recreation Office. Insurance is required for all weddings and wedding receptions held in Lighthouse Park. Your Certificate of Insurance needs to be to us 14 days before your Wedding Circle rental.

PLEASE NOTE: If you obtain insurance from the Washington State Insurance Authority, a Certificate of Insurance is automatically sent to the Recreation Office – you do not need to submit another copy.
Wedding Circle
Rental Guidelines and Information

How much does it cost to rent the Wedding Circle?
Use of Wedding Circle for three (3) hours $75
Every additional hour $15 per hour
   Hours of rental must include time for set up, clean up and ceremony

How many people fit at the Wedding Circle?
Standing: 50        Seated: 20 - 30

How many people will fit at the Picnic Shelters?
There are two covered Picnic Shelters available to rent. Please see the attached chart
for more information on the shelters.

What days and hours is the Wedding Circle available for rent?
The Wedding Circle may be rented any day throughout the year between the hours of
6:30am and 10:00pm. Please note that Lighthouse Park is open to the public as follows:
May 1-September 30: 4:00am-10:00pm          October 1-April 30: 6:00am-10:00pm

What does my reservation include?
Your reservation allows you exclusive use of the Wedding Circle (and the Picnic
Shelters if also rented) during the scheduled time on your permit. All other areas of the
park are open to the public.

How do I reserve the Wedding Circle?
Contact the Recreation Office to determine date availability then submit a completed
Wedding Circle Application (attached) and $75 fee to the Recreation Office. The
Recreation Office can be reached at 425.263.8180, recreation@ci.mukilteo.wa.us, or
304 Lincoln Avenue, Mukilteo WA 98275. Reservations may be made up to one year in
advance. Reservations are on a first paid, first-served basis. Acceptable forms of
payment are cash, check or money order (payable to City of Mukilteo), Visa,
MasterCard, or American Express.

How will my Wedding Circle Application be reviewed? Will it be approved?
Recreation Office staff will review applications based on the following criteria:
   o Overall impact on Lighthouse Park
   o Consideration of day and date of event that might conflict with other activities (e.g.,
     another special event, road work or construction project)
   o Availability of support staff and city resources if required
Can I serve alcoholic beverages?
Sorry, alcoholic beverages are not allowed in any City of Mukilteo park.

What if I have to change the date or time?
Transfers to another date or time must be made in person or in writing (including email) and are subject to availability. Changes made 14 business days or less prior to the reservation are subject to a $10 processing fee.

What if I cancel? Do I get a refund?
Cancellations made in person or in writing (including email) more than 14 business days prior to the reservation date are eligible for a full refund less a $10 processing fee. Refunds take approximately two to three weeks to process. A refund check will be mailed to the person who made the payment. Cancellations 14 business days or less prior to rental date are not eligible for a refund. If the Recreation Office cancels the reservation, the renter will receive a full refund.

What if it rains? Do I get a refund?
Sorry, no refunds are made due to inclement weather.

Can I have amplified music?
Please include your request to have amplified music on your Wedding Circle Application. Please note there is no electricity available at the Wedding Circle.

What clean up is needed after my event?
It is your responsibility to clean up after your event. Please pick up all litter, place all garbage in trash receptacles, place excess garbage in bags next to receptacles, and remove all items brought in for the event. If the Wedding Circle area is not left in a clean condition after your use, you will be charged an additional fee for staff time and resources for clean up.

How do other park users know I have the Wedding Circle reserved (and Picnic Shelters if also rented)?
Recreation Office staff will post a notice saying that the area is reserved. We strongly recommend that you have your permit with you during your reservation time. The posted notice and your permit are proof of reservation.

Can I bring equipment such as a canopy, tables, chairs, etc.?
Yes. Please indicate your equipment on your Wedding Circle Application. The hours of your rental must be long enough for you to deliver and set up your equipment and to remove it after the event. When setting up canopies please remember to use sandbags or cement blocks instead of stakes to secure the canopy.
Can I bring my own barbecue?
You can bring and use your own barbecue as long as it doesn’t block parking spots. If you are also renting the Picnic Shelters, each shelter is equipped with free-standing barbeques. Keep the size of your portable bbq to 36”x30” or less. Please do not set a bbq on the picnic tables.

Can I bring my pet?
Only household pets are allowed in the park and must be on a leash or restrained at all times per City park rules.

Do I need Insurance?
See insurance info sheet in this packet.
# Picnic Shelter Rental Guidelines and Information

## Amenities

<table>
<thead>
<tr>
<th>Amenities</th>
<th>Medium Shelter</th>
<th>Large Shelter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter Dimensions</td>
<td>24’ x 48’</td>
<td>36’ x 36’</td>
<td>The medium shelter is two small shelters adjacent to each other.</td>
</tr>
</tbody>
</table>
| # of Picnic Tables   | 4 (seats approx. 24) | 6 (seats approx. 48) | Medium: 2 ADA accessible tables  
                               |                | Large: 2 ADA accessible tables.                                      |
| Maximum Occupancy    | 35             | 60            | If you have 100 people or more in your group you are required to rent both shelters. 200 or more require Special Event Permit. |
| Cost                 | $50/day        | $70/day       |                                                                      |
| # of Parking Slots   | 66 regular, 3 disabled, 460 feet of grass paver overflow parking | 66 regular, 3 disabled, 460 feet of grass paver overflow parking | These spaces are available to all park users. You cannot reserve or block off any parking spaces. We encourage you to have your guests carpool. |
| Connecting paths     | 8’ – asphalt with some crushed rock | 8’ – asphalt with some crushed rock |                                                                      |
| 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. |
| Sink/Water           | No             | No            | Sink & water available in nearby restroom                            |
| Electricity          | No             | No            |                                                                      |
| Fire-pits            | 6 fire-pits along beach – first come, first serve. No fires are allowed outside the City provided fire rings. Bring your own firewood or purchase from Woody’s Market at entrance to park. Do not use driftwood from beach or landscaped areas for fire pit burning. | 6 fire-pits along beach – first come, first serve. No fires are allowed outside the City provided fire rings. Bring your own firewood or purchase from Woody’s Market at entrance to park. Do not use driftwood from beach or landscaped areas for fire pit burning. |
Insurance Information

Insurance IS required for ALL weddings and wedding receptions held at the Wedding Circle or Picnic Shelters. It is also required if you are using a caterer, bringing equipment into the park, or having over 50 people at your event.

Insurance is NOT required for groups of 50 people or fewer (except weddings and wedding receptions) when you are not bringing equipment into the park (canopies, barbecues, etc.) or having catering of any kind.

Revised: March 2014
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 http://www.wciapool.org
On the far right click on One-Day Insurance TULIP
Look at Item #1 and click where it says www.onebeaconentertainment.com
On far right click on Tulip-Event Insurance/Purchase or Quote
This will take you to a screen where you will need to enter a facility code and answer questions.
The facility codes are as follows:
  o Wedding Circle: ID Code 0465-180
The Renter answers questions about the event.
The Renter then clicks on “Quick Quote" for the cost of the insurance.
If the Renter elects to purchase the insurance they fill in Renter (the insured) contact information.
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.

Access to this program is only available on-line and payment must be by VISA or MasterCard.
Your insurance agent may be able to provide you with the insurance that is needed. Please make sure your insurance meets the following requirements:

1. The City of Mukilteo must be named as an “additional insured” on your General Liability Insurance policy. The General Liability insurance shall be written with limits of no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

2. The insurance policy shall contain, or be endorsed to contain, that your insurance coverage shall be primary insurance with respect to the City of Mukilteo. Any insurance, self insurance, or insurance pool coverage maintained by the City of Mukilteo shall be excess of the Lessee’s insurance for the life of the event.

3. You shall provide a Certificate of Insurance evidencing the required insurance seven (7) days after rental payment is made and shall maintain the insurance for the life of the event.

4. You must furnish the Recreation Office with an original certificate and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the seven (7) working days from the time of payment.
WEDDING CIRCLE AND PICNIC SHELTER USE RULES

1. City of Mukilteo Recreation Office 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.

2. An approved Wedding Circle Application authorizes the designated group use of the facilities indicated. It is highly recommended that the person in charge have this form in their possession during the event.

3. Concessions and selling of merchandise is prohibited without prior approval from the City.

4. Do not tamper with sprinklers, trash cans, benches, etc. that are in the park.

5. 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.

6. Trees, shrubs, ferns, plants, flowers or other natural habitat are not to be removed from any park.

7. There shall be no overnight camping, littering, disturbing of wildlife, removal or destruction of property.

8. Fires are allowed in City designated fire pits along beach only. You must bring your own firewood. No burning of driftwood on the beach is allowed.

9. No barbeques are allowed inside the picnic shelter. Do not dispose of hot coals in the park trash receptacles.

10. No person shall post or attach any sign, poster, notice or any other device of any kind for advertising in the park.

11. It is unlawful to use profane or abusive language or to conduct oneself in a disorderly manner in any City park.

12. No amplified sound or music without prior approval from the City.

13. No alcoholic beverages are allowed in the park.

14. Do not climb on fences, tables, trees, monuments.

15. All dogs are required to be on a leash or restrained. Owner required to clean up after animal.

16. Fireworks are prohibited.

17. Pick up all litter, place all garbage in trash receptacles, and place extra garbage in bags next to receptacles, clean tables and benches.

18. The use of birdseed or rice is not allowed. Acceptable substitutes are soap bubbles or flower petals.

19. Remove table covers, tape, and any grease or food. Do not use nails or staples on tables. The tables are made from recycled plastic—DO NOT COOK ON TABLES.
City of Mukilteo, Washington
CITY PARK RULES
For more detail refer to Mukilteo Municipal Code: 9.60

<table>
<thead>
<tr>
<th>Reg No.</th>
<th>Regulation</th>
<th>Lighthouse Park (not including Mukilteo Light Station)</th>
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</table>
| 1       | Hours of Operation                       | May 1-September 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 (including Wedding Circle Application) |
| 4       | Animals                                  | Household pets only allowed except for City events. Pets must be leased 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/Trespass                       | Prohibited                                                                               |
| 11      | Motorized Vehicles                       | Prohibited except in designated areas with an approved Special Event Permit.         |
| 12      | Outdoor Fires                            | Prohibited except in City designated fire rings.                                         |
| 13      | Overnight Camping                        | Prohibited except for City/City co-sponsored events with approved Special Event Permit. |
| 14      | Performances: theatrical, musical, ceremonial | Prohibited except for City/City co-sponsored events with approved Special Event Permit. |
| 15      | Possessing graffiti writing instruments or spray paint | Prohibited                                                                      |
| 16      | Reckless or nuisance activities/behavior | Prohibited                                                                               |
| 17      | Removal, destruction, or alteration of park property | Prohibited                                                                        |
| 18      | Swimming/boating                         | At user's own risk, when facility is open.                                               |
| 19      | Tobacco products                         | Voluntary no smoking program by Sno Co Health District                                  |
| 20      | Use of motorized equipment or devices     | Prohibited except for City/City co-sponsored events with approved Special Event Permit. |
| 21      | Vending, Soliciting, or Posting of Signs  | Prohibited except by Special Event Permit                                                 |
| 22      | Wildlife: capturing, catching, or striking | Prohibited except as allowed by State Law                                               |
| 23      | Wildlife: Feeding                        | Prohibited                                                                               |
| 24      | Glass Containers                         | Prohibited                                                                               |
City of Mukilteo
Wedding Circle Application
Phone: 425.263.8180
INSURANCE IS REQUIRED FOR ALL WEDDINGS OR
WEDDING RECEPTIONS

Use this application for weddings and small events held at the
Wedding Circle in Lighthouse Park

Applicant Information

1. Applicant Name
2. Name of Responsible Party
3. Mailing Address of Responsible Party
   - Address:
   - City:
   - State:
   - Zip:
4. Phone of Responsible Party
   - Day:
   - Evening:
5. E-mail of Responsible Party:

Event Information

6. Name and Type of Event (Wedding, ceremony, reception)
7. Describe event and equipment Please list equipment you are bringing (tables, chairs, gazebo, trellis, flowers). If applicable, list names of delivery companies and pick up times.

8. Event Date:
9. Event Set-up Time:    Actual Event Start & End Time:
10. Event take down/clean time:
11. Estimated number of attendees:
12. Facilities you plan to use (check all that apply):
   - Wedding Circle (50 people standing; 20–30 people sitting) - $75/3 hrs + insurance
   - Large Picnic Shelter (60 people sitting in covered area) $70/day
   - Medium Picnic Shelter (35 people sitting in covered area) $50/day

Event Components

15. Please check all items that apply to your event and provide details in box 16.
   - P.A. System
   - Live Music
   - Helium Tank
   - Amplified Music
   - Electricity/generator
   - Tables/Chairs
   - Tents/Canopies
   - Trellis
   - Gazebo
   - Cooking/barbecue
   - Food
   - Caterer
   - Stage
   - Other

16. Provide details for checked event components and describe any “other” items not on the list:
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 **Wedding Circle Rental Guidelines** and **Wedding Circle and Picnic Shelter 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 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 Wedding Circle Application and any related scheduled activities.

**Signature of Applicant:**

Date: ____________________________

**Rental Approval (For City Use Only)**

Approved by Staff
Member: ____________________________

Date: ____________________________

Payment Received: ____________________________

Renter has received rules and guidelines.
Date: ____________________________