

CITY OF MOUNT VERNON
PARKS & ENRICHMENT SERVICES

Facility Rental Information



HILLCREST LODGE



VAUX RETREAT CENTER



RECREATION BUILDING

www.MountVernonWA.gov/parks
mvparks@mountvernonwa.gov
(360)336-6215

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City of Mount Vernon Parks and Enrichment Services Department Facility Rental Information

Reservation Guidelines:

- Applications accepted on a first come first serve basis:
 - Hillcrest Park Lodge up to one year in advance of the 1st day of the rental month (for example, September 20, 2031 can be reserved starting September 1, 2030).
 - Vaux Retreat Center and Recreation Building may be booked starting January 15th for rentals March through September, and July 15th for rentals October through February.
- Reservations will not be accepted without full payment of rental fee, payment plans are not available. Rental is not complete without a completed rental agreement, rental fee, security deposit & any necessary insurance & permits.
- Reservations must be made at least 7 days in advance. For reservation requests made less than 7 days in advance, rentals will be subject to staff availability. Alcohol will not be permitted for reservations made less than 7 days in advance.
- Renter must be 21 years of age or older.

Facilities Fees:

Facility	Maximum Capacity	Resident & Non-Profit/Gov. Rate Mon - Thurs	Non-Resident Rate Mon-Thurs	Resident & Non-Profit/Gov. Rate Fri - Sun	Non-Resident Rate Fri - Sun	Security Deposit No Alcohol	Security Deposit Alcohol
Hillcrest Park Lodge	150	\$45 per hr (2 hr. min)	\$55 per hr (2 hr. min)	\$55 per hr (10 hr. min)	\$65 per hr (10 hr. min)	\$300	\$750
Hillcrest Park Recreation Building	30	\$20 per hr (2 hr. min)	\$30 per hr (2 hr. min)	\$25 per hr. (5 hr min)	\$35 per hr. (5 hr. min)	\$150	NA
Bakerview Park Vaux Retreat Center	30	\$20 per hr (2 hr. min)	\$30 per hr. (2 hr. min)	\$25 per hr. (5 hr. min)	\$35 per hr. (5 hr. min)	\$150	NA
ALL FACILITIES	If renter exceeds contracted rental time, renter will be charged time and a half per hour (1 hour minimum) for each hour over their rental time AND will lose entire security deposit.						

* Resident status is based on permit holder’s current residential address and must be within City limits of Mount Vernon to receive the resident rate. Permit holders who own property inside City limits of Mount Vernon but reside in another area are also eligible to receive the resident rental rate. If you have questions regarding your residential status, please call the Administration Office at (360) 336-6215. Non-profit/government organizations must provide EIN Number for proof of Non-Profit Status.

Reservation Process:

1. Call the Parks and Enrichment Services Department at (360) 336-6215 to verify date and facility availability.
2. Reservations may be made over the phone with credit card payment; available dates will not be held without payment. Rentals are not considered complete until the facility application/agreement has been signed and returned to the Administration Office, along with any necessary insurance, permits & security deposit. The application/agreement is available to download at www.mountvernonwa.gov or at the Administration Office in Hillcrest Park; 1717 South 13th Street, Mount Vernon, WA 98274.
3. Full payment of rental fee must be made at the time of reservation, and security deposit must be paid in full by 30 days prior to rental. We accept cash, check, Visa, MasterCard, Discover, or American Express for rental fee payments. Security deposit must be paid cash or check.

4. Complete the application and return it in person, in the mail, or via email
EMAIL: mvparks@mountvernonwa.gov
MAILING ADDRESS: Mount Vernon Parks & Enrichment Services, 1717 South 13th Street, Mount Vernon, WA 98274
5. Reservations are not complete until full payment of rental fee & security deposit **AND** the completed application/agreement along with necessary permits have been received by the Administration Office. If payment is made by phone, the completed application/agreement must be received within one week of payment. If completed application/agreement is not received by the Administration Office within one week of payment, the reservation may be cancelled.

FACILITY SPECIFICS

Hillcrest Park Lodge 1717 South 13th Street Mount Vernon, WA 98274	Hillcrest Park Recreation Building 1717 South 13th Street Mount Vernon, WA 98274	Bakerview Park Vaux Retreat Center 3011 East Fir Street Mount Vernon, WA 98273
Tables: (16) six foot banquet (16) 60" round Chairs: 150 Other Items included: 100 cup coffee maker, commercial kitchen Capacity: 150 Alcohol: Allowed with proper insurance, banquet permit and alcohol security deposit.	Tables: (6) six foot banquet Chairs: 30 Capacity: 30 Alcohol: Not Allowed	Tables: (6) six foot banquet (6) 60" diameter Chairs: 40 Other Items included: 12 cup coffee maker, full kitchen Capacity: 30 Alcohol: Not Allowed
Available Rental Times:	Available Rental Times:	Available Rental Times
Monday – Thursday: 8am to 10pm (2 hour minimum) *Must be cleaned up and out by 10pm Friday – Sunday: 8am to midnight (10 hour minimum) *Events must end by 10pm and be cleaned up and out by midnight	Monday – Thursday: 8am to 10pm (2 hour minimum) *Must be cleaned up and out by 10pm. Friday – Sunday: 8am to midnight (5 hour minimum) *Events must end by 10pm and be cleaned up and out by midnight	Monday – Thursday: 8am to 10pm (2 hour minimum) *Must be cleaned up and out by 10pm. Friday – Sunday: 8am to 11pm (5 hour minimum) *Events must end by 10pm and be cleaned up and out by 11pm.

Holiday Reservations:

Rental facilities are closed on the following holidays:

Martin Luther King Day
 President’s Day
 Memorial Day
 Juneteenth

Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day & Day After

Christmas Eve & Day
 New Year’s Eve & Day

POLICIES & GUIDELINES FOR USE

1. **RENTAL TIME:** Renter is granted use of the rental facility only on the date and time frame specified in the rental agreement. Renter will not be granted access to the facility prior to this time and must vacate at specified end time. Please allow time at the beginning of your rental for check in and set up and time after the event to complete full cleaning and check out.
2. **CAPACITY:** Maximum capacity for facilities including indoor and outdoor spaces is as follows:
 - Hillcrest Lodge – 150
 - Recreation Building – 30
 - Vaux Retreat Center - 30**A 36 inch clearance must be maintained around entrance/exit doorways at all times. Please plan your set up to accommodate this requirement.
3. **ALCOHOL:** Alcohol is only permitted at the Hillcrest Park Lodge inside the Lodge and Garden. Alcohol is NOT permitted at any other City facility. Per Municipal Code 12.32, consumption of alcohol is prohibited in all public places, including park grounds.
 - Renter must provide insurance coverage for any events at the Hillcrest Lodge that include alcohol. Insurance coverage must name the City as an additional insured. Certificate of insurance & endorsement must be provided 30 days prior to the rental date.
 - A banquet permit must be provided 30 days prior to the rental date.
 - See full information under the “Alcohol & Insurance Information Sheet.”
 - Possession and consumption of alcohol by persons under 21 years of age is illegal as mandated by Washington State law.
4. **MUSIC:** Per Municipal Code 9.28, no one shall be permitted to unreasonably disturb the peace, quiet and comfort of the neighboring residents. All amplified sound must be turned off by 10pm.
5. **INSURANCE:** Insurance naming the City an additional insured is required for all events with alcohol and all events open to the public. Insurance requirements are listed on the “Alcohol & Insurance Information Sheet.”
6. **INFLATABLES:** Bouncy houses and other amusement rides are **not** permitted in City parks & facilities.
7. **CLEAN UP:** Renter is responsible for all cleaning after rental. Basic cleaning supplies are provided. Please review the full list of “Facility Cleaning Rental Responsibilities.”
8. **EMERGENCY CONTACT:** A Facility Monitor will be onsite, and available throughout your rental.
9. **BBQ PIT:**
 - The Hillcrest Lodge BBQ Pit does have grates available for use. A request for use of the BBQ Pit must be noted on your rental application/agreement.
 - Personal propane BBQs may be used in City parks & facilities, **charcoal BBQs are not permitted.**
 - Larger BBQs (those intended for commercial use) require a Vendor Application and approval from the Mount Vernon Fire Department.
10. **PERMIT:** Your copy of the fully executed rental agreement that includes a signature from a City representative, is your permit and proof of rental. **BRING A COPY OF YOUR SIGNED RENTAL AGREEMENT WITH YOU.**
11. **CONFETTI, SILLY STRING, GLITTER, BIRDSEED, RICE, ETC:** Items of this nature are not permitted in City parks & facilities. Piñatas are not allowed in any indoor facility.
12. **CANDLES:** Candles may be used if they are enclosed in a hurricane glass holder/vase taller than the candle flame.

13. **BALLOONS:** Balloons must be anchored down at all times. In the event a balloon comes loose it may become tangled in one of the facility fans, in which case user will be responsible for repairs and/or replacement of fans.
14. **DECORATIONS:** No tacks, nails or scotch tape allowed. Any decorations must be secured with painters tape or items that will not leave any residue or peel finish from the wall, such as command hooks/strips.
15. **ANIMALS:** No animals are permitted at indoor facilities with the exception of service animals.
16. **SMOKING:** Smoking is NOT allowed within any facility, including the lodge patio and Vaux Retreat Center patio & backyard. Smoking outside of facilities must be at least twenty-five feet from entrances, exits, windows that open, and ventilation intakes. (Washington State RCW 70.160.075)
17. **RESERVATIONS INCLUDE:** Reservations provide exclusive use of the indoor facility during your scheduled rental time. All other areas of the park are open to all park visitors.
LODGE – Also includes exclusive use of the fenced patio area & BBQ area.
VAUX – Also includes exclusive use of the patio and backyard areas.
Note: Upstairs area is off limits to renters. Renters must remain downstairs at all times.
18. **TOOLS AND EQUIPMENT:** Mount Vernon Parks and Enrichment Services cannot supply any items to renters including but not limited to; ladders, tools, extension cords, etc. Please come prepared.
19. **DAMAGES:** Renter will be responsible for all breakages and damage done to the facility, it's furnishings & equipment. Any damages will result in loss of damage deposit and may incur additional fees.
20. **CANCELLATIONS:** The City of Mount Vernon reserves the right to cancel and/or reschedule reservations due to unforeseen circumstances, facility maintenance, or closures. In the event the City cancels a reservation a full refund will be issued. If renters wishes to cancel a reservation:
 - Cancellations must be made in writing, email is acceptable; mvparks@mountvernonwa.gov
 - Security deposit will be fully refunded for cancellations.
 - No shows will forfeit entire rental fee AND security deposit.
 - **Lodge Cancellations:** Made 60 days or more prior to a Friday through Sunday rental will result in forfeiture of 50% of the rental fee; cancellations 59 days or less will result in forfeiture of entire rental fee. Made 14 days or more prior to a Monday through Thursday rental will result in forfeiture of 50% of the rental fee; cancellations 13 days or less will result in forfeiture of entire rental fee.
 - **Vaux & Recreation Building Cancellations:** Cancellations made 14 days or more prior to any rental of the Vaux Retreat Center or Recreation Building will result in forfeiture of 50% of the rental fee. Cancellations 13 days or less will result in forfeiture of entire rental fee.
21. **TRANSFERS:** Transfers to another date, time, or location (based on availability) must be requested in writing, email is acceptable; mvparks@mountvernonwa.gov . Transfers allowed only once per rental and transferred rentals are non-refundable.
 - **Lodge Transfers:** Must be requested at least 60 days prior to the reservation for Friday through Sunday rentals. Must be requested at least 14 days prior to reservations for Monday through Thursday rentals.
 - **Vaux & Recreation Building Transfers:** Must be requested at least 14 business days prior to reservation.

CHECK-IN & CHECK OUT ON YOUR RENTAL DAY

A Facility Monitor will be present during all rental events. Check in with the monitor is required upon arrival at reservation start time and check out is required at scheduled completion of your event. It is required to arrive at your scheduled rental time for check in and to complete the checkout prior to your scheduled rental end time. Please plan accordingly.

1. Upon arrival, the facility monitor will conduct a brief walk through with you or the person from your rental party you have designated as the point of contact for your event. The monitor is available to answer any questions you may have and to record any items of concern noted during the walk through.
2. You may opt to designate another contact person for the check in and check out process, but your designee must be named on your rental agreement as the party acting on your behalf. Please be aware that you, as the renter, are still responsible for compliance with all rental rules and guidelines.
3. Be sure to sign out with the facility monitor when you are ready to exit after your rental has concluded. Please be aware that you will forfeit your security deposit if you stay past the rental hours outlined within your rental agreement, or leave without checking out with facility monitor.

REFUND OF DAMAGE DEPOSIT

Security deposits are 100% refundable when all of the following conditions are met:

1. The facility and adjacent outdoor areas are left in a clean and orderly manner per the Rental Responsibilities.
2. Use of the facility does not exceed the scheduled time.
3. All City equipment is accounted for and undamaged.
4. Additional staff time is not required to clean the facility.
5. Garbage is picked up and damage to the building, outdoor areas, or parking lot areas has not occurred.
6. All terms of rental agreement have been complied with.
7. Instructions given by the facility monitor have been obeyed.
8. City staff have been treated respectfully.

If these conditions are not met, the full security deposit will be withheld. If necessary, rental groups will be charged to cover any additional costs. Please allow two weeks for the security deposit to be refunded and returned via US mail via check.

FACILITY CLEANING RENTAL RESPONSIBILITIES

CLEANING THE FACILITY

Renters are responsible for properly cleaning the facility in accordance with the Rental Responsibilities. Rental groups are responsible for returning all tables, chairs, and other supplies to their proper storage areas following use. All garbage is to be removed from the facility at the conclusion of your event. Basic cleaning equipment is available including: broom, dust pan, mop, mop bucket, rags, vacuum, large garbage bags. To ensure the return of the security deposit, the facility monitor will complete a pre-event and post-event inspections of the facility with the renter. Failure to follow the Rental Responsibilities will result in forfeiture of the entire security deposit, additional charges may be incurred, and could also result in denial of future rental use.

ALL FACILITIES:

- The facility and surrounding area must be cleaned, vacated and all items removed from the premises no later than the end of your contracted rental time.
- Check in with the Facility Monitor at your scheduled rental start time for pre event walk through.
- Check out with Facility Monitor at the conclusion of your rental to review cleaning and complete any items noted by Facility Monitor.

Hillcrest Lodge	Recreation Building	Vaux Retreat Center
<ul style="list-style-type: none"> <input type="checkbox"/> Tables & chairs thoroughly wiped down and put away on racks in storage room <input type="checkbox"/> Kitchen counters, microwave, stoves & oven thoroughly wiped down <input type="checkbox"/> Kitchen sinks cleaned, free of debris, strainers emptied <input type="checkbox"/> Refrigerator and freezer wiped down and all items removed <input type="checkbox"/> Kitchen floors swept & mopped <input type="checkbox"/> Bar room floor swept & mopped <input type="checkbox"/> Main hardwood floor swept & spot mopped. Facility monitor will use auto scrubber to finish Lodge floor <input type="checkbox"/> Entry rugs shaken out and vacuumed <input type="checkbox"/> Restroom floors swept & mopped <input type="checkbox"/> Restroom sinks and counters cleaned 	<ul style="list-style-type: none"> <input type="checkbox"/> Tables & chairs thoroughly wiped down and return to designated closet <input type="checkbox"/> Thoroughly wipe down sink and counter around sink <input type="checkbox"/> Floors swept & mopped in main room and hallway <input type="checkbox"/> Restroom floors swept & mopped <input type="checkbox"/> Restroom sinks clean & toilets cleaned if needed <input type="checkbox"/> Dispose of garbage in restrooms <input type="checkbox"/> Surrounding outdoor area and parking lot free of litter <input type="checkbox"/> All garbage bagged up and put in dumpster located in parking lot 	<ul style="list-style-type: none"> <input type="checkbox"/> Tables & chairs thoroughly cleaned and put away on racks in garage <input type="checkbox"/> Vacuum carpets and entry rugs <input type="checkbox"/> Tile floors swept <input type="checkbox"/> Kitchen counters, microwave, stove & oven thoroughly wiped down <input type="checkbox"/> Kitchen floors swept & mopped <input type="checkbox"/> Kitchen sink clean, free of debris, strainer emptied <input type="checkbox"/> Refrigerator and freezer wiped down and all items removed <input type="checkbox"/> Restroom floors swept and mopped <input type="checkbox"/> Restroom sinks and counters cleaned

Hillcrest Lodge	Recreation Building	Vaux Retreat Center
<ul style="list-style-type: none"> <input type="checkbox"/> Each bathroom stall clean, dispose of debris and garbage, clean toilet if needed <input type="checkbox"/> Outdoor patio clean <input type="checkbox"/> BBQ pavilion area clean, including grates and around BBQ pit <input type="checkbox"/> Surrounding outdoor area and parking lot free of litter <input type="checkbox"/> All garbage bagged up, tied off and placed outside Lodge back kitchen door <input type="checkbox"/> All windows and doors locked <input type="checkbox"/> Stoves and ovens turned off <input type="checkbox"/> Lights turned off <input type="checkbox"/> Heat turned down to 60 degrees <input type="checkbox"/> All personal items removed 	<ul style="list-style-type: none"> <input type="checkbox"/> All windows and doors locked <input type="checkbox"/> Lights turned off <input type="checkbox"/> Heat turned down to 60 degrees <input type="checkbox"/> All personal items removed 	<ul style="list-style-type: none"> <input type="checkbox"/> Restroom garbage emptied and toilets cleaned if needed <input type="checkbox"/> Outdoor area including deck, patio and yard clean <input type="checkbox"/> Surrounding outdoor area and parking lot free of litter <input type="checkbox"/> All garbage bagged up and placed in dumpster located in southwest corner of the parking lot <input type="checkbox"/> All windows and doors locked <input type="checkbox"/> Stoves and ovens turned off <input type="checkbox"/> Lights turned off <input type="checkbox"/> Heat turned down to 60 degrees <input type="checkbox"/> All personal items removed

ALCOHOL & INSURANCE INFORMATION SHEET

- Alcohol is permitted at Hillcrest Lodge ONLY.
- Insurance naming the City an additional insured and a banquet permit are required for any event including alcohol. Both must be in the name of the contracted renter.
- For any events open to the public, insurance naming the City an additional insured is required.
- The Mount Vernon Parks and Enrichment Services Department must have a copy of the insurance certificate and endorsement as well as the banquet permit no later than 30 days prior to your rental for any events including alcohol. Failure to provide proper insurance documentation at least one week prior to your event may result in forfeiture of your rental.
- The required banquet permit can be purchased online at <http://liq.wa.gov> , This permit will need to be posted in the Lodge during your event.
- You may purchase insurance coverage from any insurer of your choosing, but the coverage the insurer provides must meet the City's minimum requirements. Those requirements include:
 - Certificate of Liability Insurance AND the policy's Endorsement page.
 - **City of Mount Vernon, 910 Cleveland, Mount Vernon WA 98273** must be listed as certificate holder and an additional insured.
 - General Aggregate - \$2,000,000
 - Each Occurrence- \$1,000,000
 - Host Liquor or Liquor Liability coverage. Liquor Liability is required if selling alcohol.
 - The Parks Department must have a copy of the insurance certificate showing these requirements, as well as a **copy of the endorsement for the certificate**.
- Intact Insurance is an insurer that offers liability coverage for events through their "TULIP" program. The TULIP coverage meets the City's minimum requirements. Instructions for obtaining insurance through this program are listed below:

TULIP: Tenant User Liability Insurance Program

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

1. Access the site at <https://www.intactspecialty.com/entertainment>
2. Scroll down to "Planning an Event" and click on "Get a Free Quote"
3. For the Venue ID Code for Hillcrest Lodge enter **0465-101**.
4. Answer the questions about the event. (*NOTE: When asked if your event requires a liquor liability – if your event is selling alcohol a liquor liability is required. If your event is only serving alcohol and NOT selling a liquor liability is not required.*)
5. Click on "Get Quote" for the cost of insurance.
6. If you elect to purchase the insurance fill in contact information. The transaction is completed with a credit card on-line.
7. After credit card approval, an insurance certificate will automatically be emailed to Mount Vernon Parks and Recreation.

Access to the program is only available on-line and payment must be by VISA, MasterCard, Discover or American Express.

For questions on purchasing insurance from Intact, contact Intact at 1-800-662-0156.



City of Mount Vernon Parks and Enrichment Services Department FACILITY RENTAL APPLICATION/AGREEMENT

Applicant Name:		
Company/Organization:		EIN # for Non-Profit:
Physical Address:		
Mailing Address (if different from Physical Address):		
City:	State:	Zip:
Does renter reside within City limits of Mount Vernon? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone Day:	Phone Evening:	
Email:		
Day of Event Contact Name & Phone Number (if different than above):		
Event Information		
Type of Event (Meeting, Wedding, Party, Fundraiser, Memorial, Reunion, etc.):		
Event Date:		
Facility Request: ____ Hillcrest Park Lodge (capacity 150) ____ Hillcrest Park Recreation Building (capacity 30) ____ Bakerview Park Vaux Retreat Center (capacity 30)		Attendance: Total number of guests (please include adults & children):
Hours of Use: Set up Time _____ Guests Arrive/Event Start Time _____ Guests Depart/Clean Up Start Time _____ Clean up Complete & Exit Time _____ Total Number of Hours _____		Type of Invitation: <input type="checkbox"/> Private OR <input type="checkbox"/> Public (A private event is one for which you have a specific guest list & know who is going to attend. A public event has no guest list, is open to the general public, and may be advertised through flyers, word of mouth, signs, media advertising, etc.) **Public events will be required to provide insurance naming the City an additional insured.

Will participants be charged a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Amount: _____ Purpose:
Will alcohol be consumed at the event? (HILLCREST PARK LODGE ONLY) <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be using the BBQ Pit Grills? (HILLCREST PARK LODGE ONLY) <input type="checkbox"/> Yes <input type="checkbox"/> No

Please read and initial each item below:	
Initial:	I have read the entire "Facility Rental Packet" and agree to abide by all policies and guidelines.
Initial:	I am aware I must not arrive earlier than my rental time noted on my rental permit and must vacate the building no later than my scheduled rental time.
Initial:	I have read and understand the "Facility Cleaning Rental Responsibilities" & understand that I am responsible for the setup and clean up and I have reserved sufficient time for the tasks to be completed in my rental time.
Initial:	I understand alcohol is only permitted inside Hillcrest Park Lodge and allowed only when sufficient insurance, banquet permit and security deposit requirements have been met and approved by Mount Vernon Parks and Enrichment Services.
Initial:	I have read and understand the cancellation policy as listed in the "Policies & Guidelines For Use."

I have read and agree to comply with all the Rental Facility Guidelines.

I acknowledge receipt of the Rental Policies & Guidelines governing use of the facility described herein. I understand that my signature below affirms agreement to comply with the Rental Guidelines & Policies, to adhere to the rental scope described herein, and to observe the laws set forth by the City of Mount Vernon and the State of Washington.

Indemnification/Hold Harmless

User agrees to defend and to indemnify and to hold and save CITY, its employees, and agents harmless from and against all liability, claims, suits, damages, costs, losses and expenses, including all expenses of litigation, including attorney fees, in any manner resulting from, arising out of, or connected with any loss or damage to any property cause by or resulting from any act or omission of the user or any officer, agent, employee, guest, or visitor in or about the facility during the event to be held on the date specified above.

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 Mount Vernon. 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 Mount Vernon. I understand the City of Mount Vernon reserves the right to deny use, change, or cancel any part of this Facility Rental Application and any related scheduled activities.

Signature of Applicant	Today's Date
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Reservations are not complete until full payment **AND** the completed application/agreement have been received by the Administration Office. If completed application/agreement is not received by the Administration Office within one week of payment, the reservation may be cancelled.

Rental Payment Accepted: Cash, Check, Visa, Master Card, Discover, & American Express

Deposit Payment Accepted: Cash or Check more than 30 days in advance.

Complete the application/agreement and return it in person, by mail, FAX, or email to:
 Mount Vernon Parks and Enrichment Services, 1717 South 13th Street, Mount Vernon, WA 98274
mvparks@mountvernonwa.gov Phone: (360) 336-6215 Fax: (360) 336-6290