



# CITY OF MOUNT VERNON PARKS & ENRICHMENT SERVICES

## Picnic Shelter Rental Packet



Hillcrest Gazebo



Hillcrest Daylight Kitchen



Hillcrest North View Shelter



Hillcrest South Side Shelter



Lions Park Shelter

**City of Mount Vernon Parks & Enrichment Services**  
1717 South 13th Street, Mount Vernon, WA 98274  
360.336.6215      [myparks@mountvernonwa.gov](mailto:myparks@mountvernonwa.gov)



## City of Mount Vernon Parks and Enrichment Services Department Covered Picnic Shelter Rental Information

Our covered picnic shelters offer convenient locations and affordable rates for a variety of gatherings; private birthday parties, family reunions, meetings, and more.

### Application and Agreement:

- Outdoor shelters are available for rent April 1<sup>st</sup> - October 31<sup>st</sup>, no rentals November - March.
- Applications accepted up to one year in advance on a first-come, first served basis.
- Reservations will not be accepted without full payment, payment plans are not available.

### Shelters for Rent:

Park	Maximum Capacity	Resident Rate*	Non-Res Rate	Amenities
Hillcrest Park Gazebo	50	\$50	\$75	8 Tables lights/electricity/restrooms
Hillcrest Park Daylight Kitchen	40	\$50	\$75	6 Tables electricity/restrooms
Hillcrest Park North View Shelter	20	\$35	\$50	2 Tables electricity/restrooms
Hillcrest Park South Side Shelter	20	\$35	\$50	2 Tables electricity/restrooms
Lions Park Shelter	20	\$35	\$50	2 Tables restrooms

\* 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.

### Checklist for Renting:

1. Call the Parks and Enrichment Services Department at (360) 336-6215 to verify date and shelter 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 picnic shelter application/agreement has been signed and returned to the Administration Office. The application/agreement is available to download at [www.mountvernonwa.gov](http://www.mountvernonwa.gov) or at the Administration Office in Hillcrest Park; 1717 South 13<sup>th</sup> Street, Mount Vernon, WA 98274.
3. Full payment must be made at the time of reservation – we accept cash, check, Visa, MasterCard, Discover, or American Express.
4. Complete the application and return it in person, in the mail, or via email  
**EMAIL:** [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)  
**MAILING ADDRESS:** Mount Vernon Parks & Enrichment Services, 1717 South 13<sup>th</sup> Street, Mount Vernon, WA 98274
5. Reservations are not complete until full payment **AND** the completed application/agreement have been received by the Administration Office. If payment is made by phone, the completed application/agreement must be received within two weeks of payment. If completed application/agreement is not received by the Administration Office within two weeks of payment, the reservation may be cancelled.

### Guidelines for Use:

1. **RENTAL HOURS:** 9:00am-9:00pm Daily
2. **ALCOHOL:** Per Municipal Code 12.32, consumption of alcohol is prohibited in all public places, including our picnic shelters and park grounds.
3. **MUSIC:** Per Municipal Code 9.28, no one shall be permitted to unreasonably disturb the peace, quiet and comfort of the neighboring residents.
4. **INFLATABLES:** Bouncy houses and other amusement rides are **not** permitted in City parks.
5. **CLEAN UP:** Please leave your rented shelter clean before departing. Come prepared with items you may need; large garbage bags, multipurpose cleaner, paper towels, etc.

#### **Permit Holder responsibilities:**

- Pick up loose garbage from the ground and tables, that was created by your event
- Wipe down tables and benches
- Remove all personal belongings and decorations prior to departing

**Important Note:** Unless reserved, covered shelters are available to the general public for use. While most users are conscientious with their clean up, there are those that are not. Some clean up may be required prior to your event.

6. **EMERGENCY CONTACT:** The shelters and restrooms are cleaned and trash receptacles are emptied by Parks staff each morning. If you arrive to find a concern that is disruptive to your event, please contact us:
  - Monday-Friday 9am to 5pm (360) 336-6215
  - Monday-Thursday after 5pm, (360) 855-5657
  - Saturday and Sunday 9am to 3pm, (360) 333-6703
  - Friday-Sunday, after 3pm, (360) 855-5580
7. **BBQ GRILLS:**
  - Personal propane BBQs may be used in City parks, **charcoal BBQs are not permitted.**
  - Charcoal briquettes may be used in permanent City picnic grills **ONLY**. Do NOT dispose of briquettes in trash cans or on the ground.
  - Larger BBQs (those intended for commercial use) require a Special Event Permit and approval from the Mount Vernon Fire Department.

8. **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.**
9. **CONFETTI, SILLY STRING, ETC:** Items of this nature are not permitted in City parks.
10. **VEHICLE ACCESS:** Other than the Gazebo at Hillcrest Park, there is no direct vehicle access to any of the picnic shelters. Please plan accordingly.
11. **RESERVATIONS INCLUDE:** Reservations provide exclusive use of the picnic shelter and designated picnic tables within the shelter, during your scheduled rental time. Picnic tables in adjacent areas may not be moved to your reserved shelter. All other areas of the park are open to all park visitors.
12. **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.
13. The City of Mount Vernon reserves the right to cancel and/or reschedule reservations due to unforeseen circumstances, or facility maintenance or closures. In the event the City cancels a reservation a full refund will be issued.

**Cancellations:**

- Cancellations must be made in writing, email is acceptable; [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)
- Must be made a minimum of 14 days prior to rental date to be eligible for a refund
- All cancellation refunds will be charged a \$10 processing fee, unless the City cancels the rental
- Cancellations made less than 14 days prior to rental date will receive no refund
- If the City cancels the reservation a full refund will be issued
- Cancellation policies apply to rentals made within 14 days prior to rental.

**Transfers:**

- Transfers to another date, time, or location (based on availability) must be requested in writing at least 14 days prior to the reservation, email is acceptable; [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)
- Transfers cannot be made less than 14 days prior to rental date
- Cancellations made less than 14 days prior to rental date will receive no refund

**City of Mount Vernon**  
**Parks and Enrichment Services Department**  
**PICNIC SHELTER RENTAL APPLICATION/AGREEMENT**

<b>Applicant Name:</b>		
<b>Company/Organization:</b>		
<b>Physical Address:</b>		
<b>Mailing Address</b> (if different from Physical Address):		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone Day:</b>	<b>Phone Evening:</b>	
<b>Email:</b>		
<b>Event Information</b>		
<b>Type of Event</b> (family outing, company picnic, reunion, etc.):		
<b>Event Date:</b>		
<b>Facility Request:</b>		
<p>_____ Hillcrest Park Gazebo (capacity 50)                      _____ Hillcrest Park Daylight Kitchen (capacity 40)</p> <p>_____ Hillcrest Park North View Shelter (capacity 20)                      _____ Hillcrest Park South Side Shelter (capacity 20)</p> <p>_____ Lions Park (capacity 20)</p>		
<b>Hours of Use:</b>		<b>Type of Invitation:</b>
<b>Set up Time</b> _____ <b>Event Start Time</b> _____ <b>Clean up Time</b> _____		<input type="checkbox"/> <b>Private</b> <b>OR</b> <input type="checkbox"/> <b>Public</b> (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.)
<b>Will participants be charged a fee?</b>		<b>Fee Amount:</b> _____
_____ Yes    _____ No		<b>Purpose:</b>
<b>Attendance</b>		
<b>Total number of guests (please include adults &amp; children):</b>		

**I have read and agree to comply with all the Picnic Shelter Rental Guidelines.**

I acknowledge receipt of the Rental Guidelines governing use of the facility described herein. I understand that my signature below affirms agreement to comply with the Rental Guidelines, 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 Picnic Shelter Application and any related scheduled activities.

**Signature of Applicant**

**Today's Date**

**Rental Approval (For City Use Only) \*Agreement not valid without City signature.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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 two weeks of payment, the reservation may be cancelled.

**Payment Accepted:**

**Cash, Check, Visa, Master Card, Discover, & American Express**

**Complete the application/agreement and return it in person, by mail, FAX, or email to:**

Mount Vernon Parks and Enrichment Services  
1717 South 13<sup>th</sup> Street, Mount Vernon, WA 98274

[mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)

Phone: (360) 336-6215

Fax: (360) 336-6290