



The Mill Facility Rental Policy



Rental Policy Statement: Rental facilities within the Lake Stevens' Parks system are provided for public use. The terms and conditions listed in the application process, the Facility Use Policy, and the rental fees have been set to protect and maintain the facility. This rental policy applies to the building only; rental of the Outdoor Plaza falls under the City of Lake Stevens Shelter Rental Policy. Outside of the building is a public park, which may be utilized on a first-come, first-served basis for general use or reserved as part of a permit for special event use.

General Rental Guidelines:

- **Rental Reservations:** Offered on a first-come, first-served basis on the following timelines:
 - Full Day rentals, Entire Mill: Up to two years in advance.
 - Hourly Reservations, Entire Mill or individual room(s) (Stack/Hartford/Sawyers): Up to 4 months in advance. A minimum of 4-hour rentals are required.
- **Reservation Timeline:** Rentals must be reserved at least 21 days before the date needed.
 - Changes to original reservations may be made up to 21 days before the event. Changes will incur fees based on the schedule in Table 3.
 - The City will consider reservations less than 21 days from the date needed by submitting a request. The Director or their designee will determine the ability to accommodate the request based on facility and staff availability.
 - Reservations 90 or more days in advance may have date and/or time modifications. Reservations less than 89 days before the event may only have time modifications. Event durations may not be shortened but may be extended. All modifications are subject to the applicable modification fees; modification fees do not apply to reservations, only extending the start time or the end time.
- **Facility Hours:** Building/rental hours are from 9:00 AM to 10:00 PM.
 - "Early morning" reservation requests will be considered based on facility and staff availability.
- **Third-Party Vendors:** Renters may use third-party vendors for their events.
 - Renters must submit a Third-Party Vendor Information Form, for each vendor used, at least 30 days before the event, or at the time of the reservation, if within 30 days.
 - Food vendors must comply with all state and county food handling requirements.
 - Alcohol vendors must comply with the [Alcohol at Special Events policy](#).
- **Alcohol Service:**
 - Rentals serving alcohol need to reserve enough time to secure the required licensing.
 - Applicable licenses must be displayed during any event serving alcohol.
 - Per the Alcohol at Special Events Policy, all alcohol service must occur inside the facility. Guests are not allowed to take alcohol outside of the building.

City of Lake Stevens Parks and Recreation

2306 131st Ave NE | PO Box 257 | Lake Stevens, WA 98258-0257
425-622-9406 | events@lakestevenswa.gov | www.lakestevenswa.gov/parks

- **Insurance Requirements:** The user shall procure and maintain, for the duration of the use or rental period, insurance as outlined in the Mill Insurance Policy.
 - A copy of the valid Certificate of Insurance must be submitted to the City at least 30 days before the event, or at the time of the reservation, if within 30 days.
 - Events that require insurance include but are not limited to:
 - Events serving alcohol.
 - Events deemed to be high risk.
 - Events open to the public.
 - Events with more than 150 people.
 - Other events as determined by the City and communicated to the user.
- **Event Permits:**
 - Personal events with an invitation-only or members' guest list do not need an Event Permit from the City of Lake Stevens to hold their event.
 - Events open to the public, or with an unspecified guest list, are required to obtain an Event Permit from the City of Lake Stevens.
 - Permit information can be found on the City website at:
<https://www.lakestevenswa.gov/559/Event-Applications>
- **Cancellation Policy:**
 - Reservations canceled 90 or more days before the event will incur cancellation fees.
 - Reservations canceled 89 or fewer days prior will result in forfeiture of all rental fees.
 - To cancel, the Renter must notify the Parks Department by emailing, calling or canceling via the online reservation system.
 - It is the user's responsibility to confirm that the City received the cancellation notice. Once received, the City will initiate cancellation proceedings and refund monies via the same manner of payment.
 - Reservations will be automatically canceled if the applicant fails to submit any required permits or certificates of insurance 30 days before the rental term. Cancellation fees will apply to rentals canceled for failure to submit paperwork.
- **Applicable Rental Policies:** The Mill's rentals are subject to the Facility Use Policy, the Alcohol at Events Policy, the Mill Insurance Policy, the Special Events Closure Policy, and the Parks Inclement Weather Policy. Renters must familiarize themselves with these documents.

Rental Costs:

- **Rates:** Monies charged for renting one or more rooms of the Mill.
 - Payment of rental fees and deposits are due in full at the time of reservation.
 - Payment may be made via credit card through CivicRec or by check delivered to the Parks Department at 2306 131st Ave NE, Lake Stevens, WA.
 - Agencies wishing to request reduced fees must follow the instructions for the In-Kind Donation program. Private events do not qualify for In-Kind Donations.

Rental Space	Max Occupancy	Monday - Thursday	Friday or Sunday	Saturday
The Entire Mill	461		\$1,800	\$2,000
Hartford Hall	213	\$85/hr. \$800 all day	\$1,200	\$1,500
The Stack	48	\$75/hr.	\$80/hr.	\$100/hr.
Hartford Hall + The Stack	see above	\$1,000	\$1,500	\$1,800
Sawyers Room	200		\$100/hr.	\$120/hr.
Outdoor Plaza	n/a	\$75 half day (April 1 – September 30) \$125 all day		

Rental Add Ons

A/V System Use		\$50/day
Microphone Use	Hard Wired	\$25/day
	Wireless	\$50/day

Table 1: Rental Rates

- **Deposits:** Deposits are collected as collateral for the performance of users' obligations under the rental agreement. They are fully refundable when the facility is returned to pre-rental conditions, and all rules and rental times are followed.
 - The security deposit is collected for all rentals.
 - The alcohol security deposit is collected for all events serving alcohol.

Rental Space	Security Deposit	Alcohol Deposit
The Entire Mill	\$500	\$1,000
Hartford Hall	\$250	\$500
The Stack	\$250	\$500
Sawyers Room	\$250	\$500

Table 2: Rental Deposits

- **Cancellation/Modification Fees:** Monies charged by the City as part of the rental process.

Modification Fee (per change in rental hours/days)	Cancellation Fee
\$35	\$250

Table 3: Cancellation/Modification Fees

The City of Lake Stevens reserves the right to change the rules and regulations as stated herein without prior notice.