



Rentals and Events at The Mill FAQ'S

Will my event work at The Mill?

Because of the building's flexibility, it can accommodate various event types. Here is just a small list of potential events...

Receptions	Fashion Shows	Weddings
Film Festivals	Concerts	Ceremonies
Product Launches	Silent Auctions	Festivals
Team Retreats	Holiday Celebrations	Art Shows
Tastings	Memorials	Photoshoots
Rehearsal Dinners	Fundraisers	Award Presentations

What size groups can you accommodate?

The entire Mill is rated for up to 461 people; Hartford Hall can accommodate up to 213, Sawyers Room can accommodate up to 200 and The Stack accommodates up to 48. Note these are 'standing room only' occupancy rates.

If you are hosting a public event, you are required to purchase a park or event permit. Please visit [Park and Event Permit Information](#) for more information. The event permit process is separate from The Mill rental, one does not guarantee the other, i.e. paying for your Mill rental fees does not guarantee permit approval.

What is included with the use of the venue?

Each space has varying amenities, but all indoor rentals include access to:

- 60" round tables, 72" banquet tables and folding chairs
- Wireless presentation and conferencing technology, including microphones
- ADA accessibility to the second-floor rental space, The Stack

Can I use a caterer?

Absolutely! There are no on-site kitchen or refrigeration services at The Mill, so you can provide your food or use a caterer.

- Mobile food vendors (like food trucks) must have a City of Lake Stevens operational permit.
- Food vendors must comply with all state and county food handling requirements.
- Alcohol vendors must comply with the [City of Lake Stevens Alcohol at Events policy](#).

The renter is responsible for ensuring compliance and submitting a Third-Party Vendor Information Form for each vendor at least 30 days before the event.

What if I need to cancel my event?

Refer to the cancellation policies in the [Facility Rental Policy](#).

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

Can your internet connection handle the data needed for teleconferencing?

Yes, we have an internet connection that enables high-quality audio and visual transmission.

Can I decorate the room(s) I'm renting at The Mill?

Yes, refer to the complete list of decoration policies in the [Facility Use Policy](#).

Can we have flowers delivered to The Mill?

City staff do not sign for or accept event deliveries, before or during the event. The renter is responsible for coordinating with the event vendor to arrive during the event time to receive deliveries.

Is the public allowed in the building when I'm holding an event at The Mill?

The building is closed to the public when The Mill has private rentals. If exterior doors are open during your event, we provide 'closed for an event' signage for your use. Your rental space(s) are for you and your guests; other renters and their guests should not move through your rented space(s).

Can I use candles for my event?

Candles may be used if enclosed in a hurricane glass or vase with at least 1 inch of glass above the flame. Décor items should not hang over or come in contact with the glass holder. Candelabras (unless with the use of battery-operated candles) are prohibited.

Who is responsible for the set-up and clean-up of my event? Our event is going to end at night. May we come back the next day to clean up?

The renter/contract holder is responsible for the set-up and clean-up of the rented space(s).

- You must include your set-up and clean-up time in your rental time.
- All rental hours are consecutive; no pre-event set-up or next-day clean-up is allowed.

Is alcohol service allowed?

Yes, beer, wine, and champagne can be served in The Mill; visit the [City of Lake Stevens Alcohol at Events policy](#) for more information.

Is there parking?

The Mill is located at North Cove Park; outside of the building is public park which may be utilized for general or special event use. There is no Mill event-only parking; open parking in the area is on a first-come, first-serve basis.

Do I need an appointment to visit The Mill?

Yes, the building is not open to the public. Visit us at one of [The Mill's open houses](#) or schedule a 30-minute tour and have your questions answered. Contact the Parks Department at 425-622-9406.

Your rates are lower than comparable-sized venues, do you still have a discount for non-profits?

Yes! We believe non-profits provide a great benefit to the community and we want to partner with you the best we can, so we do offer discounted rates for not-for-profit organizations.