



City of Bothell™

PARKS & RECREATION

Lytle House

AT THE PARK AT BOTHELL LANDING

Birthdays • Weddings • Receptions • Company parties • Meetings • More!



Updated 12/2019

Lytle House

AT THE PARK AT BOTHELL LANDING

The Lytle House is located at:
9929 NE 180th St., Bothell, WA 98011



Photo credit: Tammy Brown

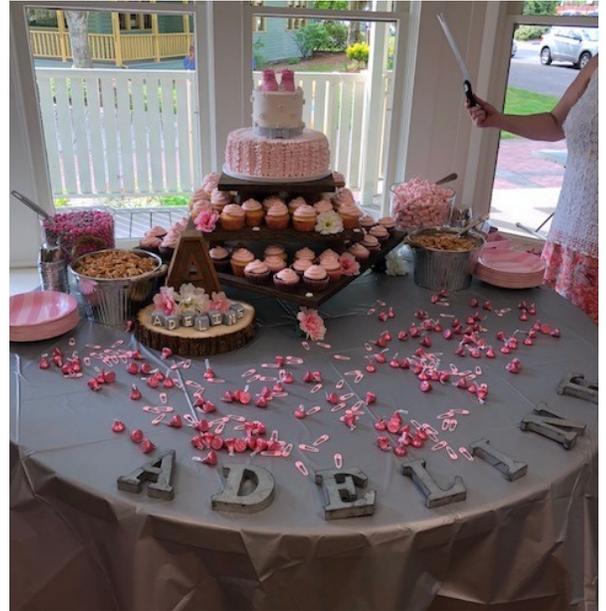


Photo credit: Tammy Brown



Lytle House

AT THE PARK AT BOTHELL LANDING

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WHAT DAYS ARE THE LYTLE HOUSE AVAILABLE FOR RESERVATION?

The Lytle House is available for rent Friday evenings, Saturdays, and Sundays (subject to availability). The Lytle House is not available on the following holidays:

- New Years Day
- Independence Day
- Christmas Eve
- Easter
- Labor Day weekend
- Christmas Day
- Memorial Day weekend
- Thanksgiving weekend
- New Years Eve

HOW LATE CAN I RENT THE LYTLE HOUSE?

All events at the Lytle House must conclude by 11 pm, with cleanup ending no later than midnight.

HOW MANY PEOPLE WILL THE LYTLE HOUSE ACCOMMODATE?

The Lytle House has a maximum capacity of 70 people (including children).

WHEN CAN I MAKE LYTLE HOUSE RESERVATIONS?

Reservations may be made up to one year in advance. To ensure staff availability, reservations must be made no less than 30 days in advance.

WHO CAN RESERVE THE LYTLE HOUSE?

Renters must be at least 21 years of age. Renters do not have to be City of Bothell residents in order to reserve this space, although non-resident rates will apply.

WHEN IS PAYMENT DUE FOR MY RESERVATION?

All deposits and fees are due at time of booking. We will not finalize any reservations until paid in full.

HOW MUCH DOES RENTING THE LYTLE HOUSE COST?

(Fees updated annually and subject to change)

Hourly rate (min. 3 hours):

Residents \$91

Non-Residents \$108

Kitchen use: R \$30/NR \$38 (per rental)

Damage deposit (refundable):

\$200 (events w/o alcohol)

\$400 (events w/ alcohol)

LYTLE HOUSE CANCELLATION & REFUND POLICY:

A full refund will be given if the City of Bothell cancels a facility reservation.

More than 30 days notice of cancellation: **Full refund**

15 to 30 days notice of cancellation: **50% refund**

Less than 15 days notice of cancellation: **No refund**

All cancellations are subject to a \$10 processing fee.

C H E C K AVAILABILITY!

CALL

(425) 806-6760

EMAIL

recreation@bothellwa.gov

FOR YOUR INFORMATION (FYI):

- Reservations made with less than 30 days advance notice are subject to available staffing. These reservations will be booked tentatively (without payment), and renter will be notified within three (3) business days as to whether or not their date is available. Complete payment will be due within two (2) working days of notification.
- Minimum rental time is 3 hours. You must book enough time for setup and cleanup at the beginning and end of your event—no additional time will be added. Recommended cleanup time: 1 hour.
- Failure to vacate the building at the end of your scheduled time, or failure to do a thorough job of teardown/cleanup will result in the loss of some or all of your damage deposit. Any additional cleaning fees or damage repair caused by your event will be charged as well.
- The person signing the Lytle House Rental Application will be considered the responsible party in case of damage, theft or disturbance (including conduct of guests) during scheduled time. The renter needs to pay, at a minimum, the damage deposit and be listed on the certificate of insurance as the “Insured.”
- The City of Bothell reserves the right to require chaperones and/or security, if deemed necessary. All minors must have adequate adult supervisions at all times.
- Applications may be denied or revoked when the applicant has made a misrepresentation or failed to disclose any pertinent information in connection with the Lytle House Rental Application.
- Lytle House staff cannot sign for any deliveries, and are not responsible for the loss of personal or rental items during your rental.
- All changes to reservations by renter must be made in writing (email is acceptable), and must be requested no less than seven (7) days prior to event. Any additional fees are due at time of change. Date changes will be treated as a cancellation and new reservation. No changes permitted day of the event.



INSURANCE: DO I NEED IT?

Events that require insurance include, but are not limited to...

- **Events serving beer/wine**
- **Events open to the public**
- **Events deemed to be high-risk**

If required, your personal insurance agent may be able to provide you with the insurance that is needed. If not, the City's insurance broker has partnered with a third-party vendor to provide general liability insurance that may meet your needs. Learn more at

www.wciapool.org/insurances/tulip

*(Venue name: **Lytle House**/Venue I.D. Code: **0465-441**)*

For more information on event serving alcohol, see p. 7.

Questions? Email kari.bachle@bothellwa.gov

Lytle House

AT THE PARK AT BOTHELL LANDING

Planning Your Event

LYTLE HOUSE ADDRESS:
9929 NE 180th St, Bothell

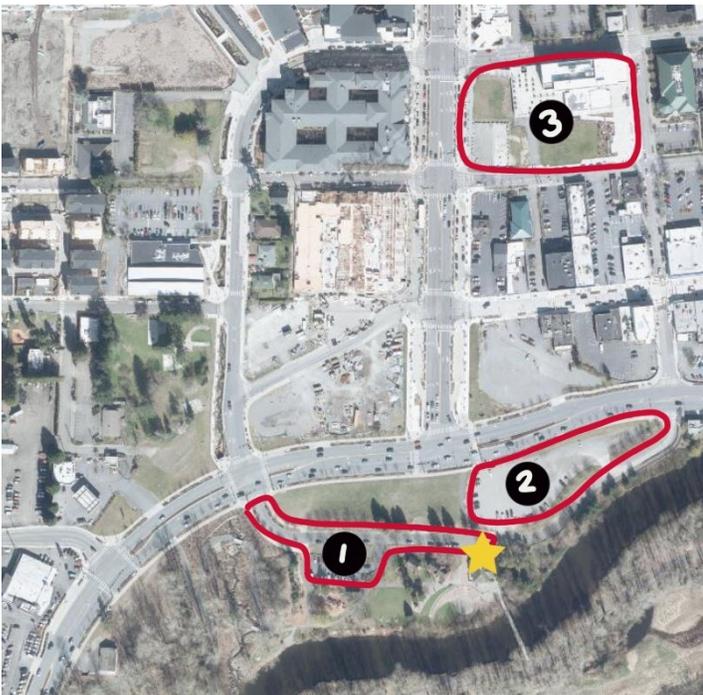
MAXIMUM CAPACITY:
70 people (including children)

MINIMUM RENTAL TIME:
3 hours

EVENTS MUST END BY:
11 p.m. (cleanup by 12 a.m.)

IDEAL FOR:
Birthdays
Baby showers
Wedding/receptions
Meetings
Holiday parties
And more!

Wifi not available at the Lytle House at this time



PARKING is available at:

- 1) The Park at Bothell Landing
(9929 NE 180th St.)
- 2) Gravel parking lot off of 522
(entrance at 522 E & NE 180th St.)
- 3) City Hall parking garage
(18415 101st Ave NE)

TABLES, CHAIRS & EQUIPMENT

To ensure availability, equipment must be requested on your rental application.

TABLES/CHAIRS	KITCHEN	MISC.
<ul style="list-style-type: none"> ◇ 5-ft rounds (8) ◇ 6-ft rectangles (6) ◇ 4-ft rectangle (1) ◇ 2-ft. rectangle (1) ◇ White folding chairs (70) 	<ul style="list-style-type: none"> ◇ Refrigerator/freezer ◇ Dishwasher ◇ 4-burner stove & double oven w/ full temperature control ◇ Microwave ◇ Triple sinks ◇ 60-cup coffee pot (no filters required) ◇ Home-style coffee maker 	<ul style="list-style-type: none"> ◇ Display easel (1) ◇ White board (3'x2') with pen tray ◇ Podium (1) ◇ Wall-mounted TV w/ built in DVD player (1) ◇ LCD projector & screen (1) (no HDMI connection) ◇ Stereo/CD player w/ aux. plug-in

**PROHIBITED
ITEMS**

- Open flame (birthday candles ok)
- Sparklers/pyrotechnic devices
- Tobacco use
- Nails, tacks, staples, scotch tape, duct tape, Command hooks
- Smoke & bubble machines
- Charcoal or gas grills/bbq's
- Rice, birdseed, wax, glitter, confetti
- Kegs

Renter is responsible for providing their own dishes, serving utensils, and table linens.



DECORATIONS

- Decorations may be attached to the walls with reusable "poster putty" adhesive or blue painters tape only.
- No tacks, staples, other tape, or Command hooks allowed.
- Affixing anything to ceilings, lights, or windows/window frames is prohibited.
- No confetti/party poppers or candles allowed (birthday candles ok).

FOOD & DRINK

You are welcome to hire a caterer/bartender for your event! If they are serving alcohol, a copy of their Liquor Liability Insurance Certificate must be received by Parks & Recreation at least 30 days prior to your event.



ATTENTION CATERERS! No open flame is allowed at the Lytle House, including sterno candles. Please provide an electric heat source for keeping food warm.

No open flame, charcoal or propane appliances allowed inside or on the porch of the Lytle House (sterno, bbqs/grills, etc.)

ALCOHOL

- **Liquor Liability Insurance** is required for all events at which alcohol is served or sold, and must be received by Parks & Recreation at least 30 days prior to your event.
- A **banquet permit or special occasion license** must also be provided to the City at least 30 days prior to your event.
- Alcohol service is restricted to wine, champagne and canned/bottled beer. **Liquor and spirits** (gin, whiskey, rum, tequila, etc.) and drinks containing liquor or spirits are strictly **prohibited**.
- Use of kegs is prohibited.
- Beer/wine is permitted **inside the Lytle House**, but is prohibited on the porch, in the park or in parking lots.
- The beer/wine table must be contained **inside the Lytle House**, including coolers and ice chests.
- Alcohol service must stop at least one (1) hour before the scheduled end of your rental time.
- Underage drinking is strictly prohibited.

*REMEMBER...You are responsible for the conduct and behavior of your guests.
Please make sure they drink responsibly!*

Serving alcohol without proper approval, permits, and/or in violation of any of the above rules and requirements may result in a citation by police, immediate shut down of your event, forfeiture of all damage deposits, and/or additional fees.



Photo credit: June Iwafuchi



Photo credit: Tammy Brown

Requirements for events serving alcohol:

1. A STATE OF WASHINGTON BANQUET PERMIT OR A SPECIAL OCCASION LICENSE

A **BANQUET PERMIT** is required to allow the service and consumption of alcohol at a private (not open or advertised to the public, invitation-only) banquet or gathering in a public place or club.

- Alcohol consumed at the event may not be sold under a Banquet Permit. It must be provided free of charge, or brought to the event by those attending. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. No separate or additional charge may be made for alcohol.
- Caterers may submit their Class I license in lieu of the rental group.

A **SPECIAL OCCASION LICENSE** is issued to non-profit organizations holding special events at which alcohol is sold by the drink. Examples of such events are fundraisers or wine tastings.

- Special Occasion License applications must be filed at least 45 days in advance of the event with the WA State Liquor & Cannabis Board. (<https://lcb.wa.gov>) There is a per day, per location fee. The organization must have the license in hand before it can purchase the alcohol for resale.
- All proceeds from the sale of liquor at a Special Occasion event must be retained by the non-profit organization.

Banquet Permits & Special Occasion Licenses can be obtained at <https://lcb.wa.gov>.

2. CERTIFICATE OF LIQUOR LIABILITY INSURANCE

LIQUOR LIABILITY INSURANCE is required for all events at which alcohol (beer/wine) is served or sold.

Certificate of insurance must include:

- A. Alcohol Liability
- B. \$2,000,000 General Aggregate & \$1,000,000 per person, per incident
- C. City of Bothell listed as “additionally insured” (Address: 18415 101st Ave NE, Bothell WA 98011)
- D. Date, time and location of event
- E. Endorsement that the renter’s insurance coverage shall be primary insurance with respects to the City of Bothell (insurance not valid without the endorsement!)

Your personal insurance agent may be able to provide you with the insurance that is needed. If not, the City’s insurance broker has partnered with a third-party vendor to provide general liability insurance that may meet your needs. You can learn more about and apply for coverage at www.wciapool.org/insurances/tulip (Venue name: **Lytle House**, Venue I.D. Code: **0465-441**).

All Permit/License and Insurance requirements must be met and received by Parks & Recreation at least 30 days prior to your event.

CHECK IN

On the day of your event, Lytle House staff will meet you and let you into the building at the scheduled start time of your rental. You will not be able to enter the building or plan deliveries any earlier than your scheduled start time.

- Staff will do a general walkthrough of the building with you, after which you will be able to begin setting up for your event. All setup and teardown of tables, chairs, and decorations are the sole responsibility of the renter, and must take place within your scheduled rental time.
- Staff will assist you with setup and operating instructions of any special equipment (projector, stereo, etc.).
- Staff will be located in a back office during your rental, but will check in or happily assist you as needed throughout the duration of your event, as well as notify renter of any issues that need to be addressed.
- In the event of any issues (rowdy guests, excessive noise, unapproved alcohol consumption, etc), staff reserves the right to call the Bothell Police Department and may terminate the rental early, if necessary.

LOADING/UNLOADING may take place from the street parking adjacent to the Lytle House. No vehicles are permitted in front of the ADA ramp or on the park walkways for any reason!



Photo credit: Kat Hack



CLEANUP & CHECKOUT

We recommend you plan for a minimum of one hour for cleanup and checkout at the end of your event. For a detailed list of cleanup requirements, see the Lytle House Checkout Form on p. 9.

- The renter is responsible for cleaning all rooms used during their rental. All cleaning supplies are furnished by Parks & Recreation.
- If cleanup is not completed to the satisfaction of staff or within the scheduled rental time, renter may forfeit part or all of their deposit.
- Any additional cleaning and/or repairs will result in additional fees, and could also result in denial of future Lytle House usage by renter.
- When cleanup is satisfactorily completed, staff and renter must sign Lytle House Checkout Form.

Get your full deposit back—cleanup and checkout on time! 😊

Sample Checkout Form

Must be signed by renter and Lytle House staff at the completion of your rental.

We recommend at least one (1) hour at the end of your rental for teardown and cleanup of your event.

All cleaning supplies provided by Parks & Recreation.



City of Bothell™

Renter name (print): _____
Date: _____
Renter time in: _____ Time out: _____
Lytle House staff (print): _____

LYTLE HOUSE CHECKOUT FORM

Thank you for having your event at the Lytle House! To ensure your event goes as smoothly as possible and you receive your full deposit back, please read and complete the information below. Remember: your setup and cleanup times are included in your rental period. The facility must be clean and vacated by the end of your scheduled rental time.

This checklist is to be completed by the renter or responsible party during clean up and signed off by both the renter or responsible party and City staff. Failure to complete the items on this checklist will result in the forfeiture of all or part of the damage deposit. Damage deposit may also be forfeited if damage occurs to the facility or equipment or if building is vacated after your reserved time.

UPON ARRIVAL: To avoid being charged for damage you did not create, please do a quick walk-through of the building with staff and note any pre-existing conditions in the space below.

END OF EVENT CHECKLIST	(Initial)	
	Renter Initials	Staff Initials
GREAT ROOM		
Tables and chairs cleaned		
Tables returned to closet		
Chairs neatly placed on racks and returned to closet		
Great Room floor swept/dust mopped		
Great Room floor damp mopped		
All decorations removed		
Buffet counter and cabinet fronts wiped down		
All electronic equipment returned		
RESTROOMS		
Counters and sinks cleaned		
Toilets cleaned (if needed)		
Floors swept and damp mopped (if needed)		
KITCHEN		
All food and beverages removed		
Kitchen counters wiped down (food crumbs, liquids)		
Sinks and drainers cleaned of all debris (food & liquids)		
Microwave wiped inside & out if used		
Stove top wiped if used. Inside oven wiped if necessary		
Refrigerator cleaned inside & out and all items removed		
Floor swept and damp mopped		
If used, coffee pots emptied & cleaned, filters & grounds disposed and machine turned off		
GENERAL		
All garbage and recycling removed from premises (cans available outside back door) and replace with new bags provided by City		

FAILURE TO SUFFICIENTLY CLEAN THE BUILDING AT THE END OF YOUR EVENT, OR ANY DAMAGE CAUSED BY YOUR EVENT MAY RESULT IN PARTIAL/ TOTAL LOSS OF YOUR DEPOSIT, POSSIBLE ADDITIONAL CHARGES, AND DENIAL OF FUTURE RENTALS.

Deposits paid by credit card will be refunded within five (5) business days.

Deposits paid by cash/check will be refunded within three (3) weeks.

Lytle House

AT THE PARK AT BOTHELL LANDING

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Photo credit: Tammy Brown



AFTER YOUR EVENT

- If all went smoothly...well done! You should be seeing your damage deposit coming back to you soon—within five (5) business days if paid by credit card, or three (3) weeks if paid by cash/check.
- We'd love to hear from you! Email any comments, reviews, feedback, pictures, etc. to recreation@bothellwa.gov, or tag [@bothellparks](https://www.facebook.com/bothellparks) on Facebook.

#lytlehousebothell

Ready to book your event?

Still have questions? Want to schedule a tour? Check date availability?

Contact Bothell Parks & Recreation at (425) 806-6760, or email recreation@bothellwa.gov.

Online rental application: www.bothellwa.gov/lytlehouse

Once we receive your application, we will contact you to confirm your date and process your payment.

AMPHITHEATER

Did you know that you can also reserve the Park at Bothell Landing amphitheater for your event? Add it on to your Lytle House rental for an hourly rate of:

R \$65/NR \$82

Add electricity for \$23/hr

Note: Groups of 100+ will need to submit a City of Bothell Special Event Application. Details and application can be found at www.bothellwa.gov/specialevents

