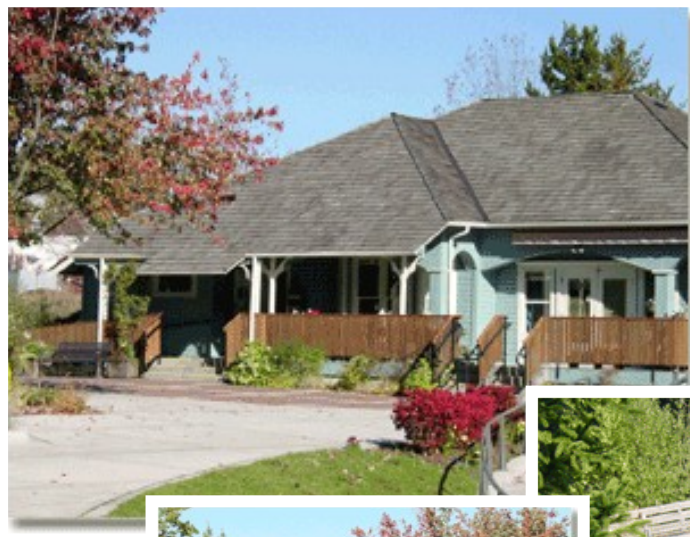




LYTLE HOUSE

AT THE PARK AT BOTHELL LANDING
9929 NE 180TH ST., BOTHELL
BOTHELL, WA 98011

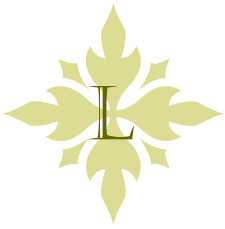


WELCOME

Grand elegance for romance and intimate celebrations. Experience and enjoy the City of Bothell's Lytle House at the Park at Bothell Landing, a meticulously renovated historic home located on the picturesque Sammamish River's edge in Downtown Bothell.

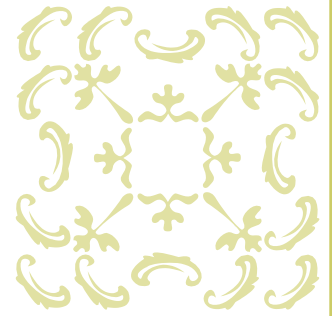


Built in 1896, the Lytle House served as a home and office for Dr. Elmer Lytle and is one of the oldest houses still standing in Bothell. The house was originally built on Main Street but was moved to the Park at Bothell Landing in 1974 where it is situated among other historical buildings in the park. The numerous updates that have been done to the house over the years have created a wonderful venue for gatherings of all kinds.



LYTLE HOUSE

R E N T A L G U I D E L I N E S



GENERAL INFORMATION

- ◆ To schedule an appointment to view the Lytle House or further information contact City of Bothell Parks and Recreation at 425.486.7430.
- ◆ Capacity: 100 people maximum.
- ◆ Building includes great room, kitchen, restrooms and is ADA accessible.
- ◆ Items available for use include: eight 5' round tables, four 6' rectangle tables, 100 folding chairs, TV/DVD/VCR, portable stereo with CD player, white board, easel, projection screen, "In-Focus" projector and a commercial coffee pot.
- ◆ A kitchen with a range with additional warming oven, refrigerator, freezer, sink and microwave is available; see kitchen rental fees and other related kitchen information below.
- ◆ Gravel parking lot across the street from the Park has ample free parking.
- ◆ Food is allowed in the facility, alcohol is prohibited; see policies and procedures in following section.
- ◆ Sound/music shall not be audible more than 75 feet from its source.
- ◆ All outside park areas are open for use by Lytle House renters as well as the general public. The Park at Bothell Landing cannot be closed for public use due to a Lytle House rental.
- ◆ The adjacent amphitheater, which seats approximately 500 people, may also be rented. For further information visit www.ci.bothell.wa.us or contact Bothell Parks and Recreation at 425.486.7430.

RENTAL POLICIES AND PROCEDURES

Facility Viewing

Please call the City of Bothell Parks and Recreation at 425.486.7430 to schedule a viewing appointment.

Rental Hours

- ◆ The Lytle House is available for rent during the times listed below:
- ◆ Monday - Friday, 8:00 AM – 4:00 PM (2 hour minimum)
- ◆ Monday – Thursday 5:00 – 10:00 PM (3 hour minimum)
- ◆ Friday, 5:00 PM – 12:00 AM (3 hour minimum)
- ◆ Saturday - Sunday, 8:00 AM – 12:00 AM (3 hour minimum)

Application and Payment Procedures

1. Reservation is not final until a contract has been signed and a receipt for full payment has been issued.
2. Rental hours must be consecutive and must include time needed for set up and clean up.
3. Reservations will be accepted by written application only. Telephone inquiries regarding pricing and availability are welcome but are not binding.
4. Reservations made less than 30 days in advance are dependent on available staffing.
5. City of Bothell residents can make reservations 13 months prior to the requested date. Non-residents can make reservations 12 months prior to the requested date.
6. Cancellations and changes to reservations must be in writing. Accommodations will be made whenever possible. Faxes and emails accepted.
7. To receive a full refund, cancellations must be made a minimum of 30 days prior to your reservation date. 50% will be refunded if cancellation is made two weeks prior to your reservation date. Inside of two weeks, no refunds will be made.

Damage Deposit

1. The full rental fee and a \$100.00 refundable damage deposit must be paid at the time of reservation.
2. If use extends more than 15 minutes past the rental contract time, the damage deposit will not be refunded.
3. The renter is responsible for any and all damage or loss that may occur to the Lytle House or City equipment used during the rental.
4. Renter is responsible for all actions, behavior and damages or loss caused by their attendees.
5. To insure the return of your damage deposit, make sure you leave the room in the same condition that you found it , clean and usable for the next guest. Follow the “Lytle House Check Out” sheet and have the staff person on duty sign off on your sheet before you leave. Any cleaning and/or repairs that require City staff attention, will be deducted from your deposit or billed to you accordingly.

Set Up/Clean Up

1. The facility shall be left in the same condition as found.
2. Renter is responsible for all set up and clean up of facility.
3. A clean up checklist and cleaning supplies will be provided. Checklist will be signed off by user and staff at end of event.
4. All food, decorations and supplies brought into the building by renters must be removed by the end of the rental period.
5. Masking tape or reusable putty can be used for decorating purposes and must be removed from all surfaces at the end of the rental.
6. All tables and chairs should be returned to the storage area at the end of the rental. Please do not drag tables and chairs across floor when setting up or taking down.
7. Garbage must be removed from the premises. Trash receptacles are located on the back side of the Lytle House.

Food/Catering

Food is welcome in the Lytle House. A range with additional warming oven, refrigerator, freezer, microwave, stove, sink and commercial coffee pot are available for your use. Outside caterers are welcome.

Outdoor Signage

One banner/sign may be hung during rental period on the porch railing.

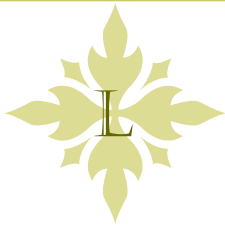
Parking

1. Renters and their guests DO NOT have permission to park in adjacent commercial parking lots.
2. Vehicles are not allowed on the walkways or park paths.
3. There is a loading zone on the street outside the facility.
4. The gravel parking lot across the street from the Lytle House has ample free parking

PROHIBITED MATERIALS AND ACTIVITIES

Use of prohibited materials will result in loss of damage deposit, fees paid, and may result in immediate closing of the facility.

1. Alcohol including beer, wine and champagne.
2. Candles and other open flames including birthday candles.
3. Smoking inside the building or within 25 ft. of all entrances.
4. Smoke & Bubble Machines.
5. Rice, birdseed, dance wax, glitter and confetti inside or outside of the facility.
6. Sparklers or other pyrotechnic devices inside or outside the facility.
7. Amplified sound shall not be audible over 75 feet from its source.
8. Nails, tacks, staples, scotch tape, duct tape or anything that penetrates walls, ceilings or floors.
9. Moving of ceiling tiles, pictures, coffee maker and furniture, other than folding tables and chairs.



LYTLE HOUSE

FREQUENTLY ASKED QUESTIONS



How many people can the Lytle House accommodate?

Lytle House can accommodate a maximum of 100 people.

How far in advance can I book the Lytle House?

Bothell residents may book 13 months in advance.

What equipment is included with my rental fee?

Items available for use include:

- ◆ eight 5' round tables
- ◆ four 6' rectangle tables
- ◆ 100 White folding chairs
- ◆ TV/DVD/VCR
- ◆ Portable stereo with CD player
- ◆ White board, easel
- ◆ Projection screen
- ◆ "In-Focus" projector

Do you provide table linens, dishes, glassware, and silverware or serve wear?

Sorry, we do not supply table linens; dishes, glassware, silverware or serve wear.

Is the Lytle House ADA accessible?

Yes

Do you allow alcohol at the Lytle House?

No, alcohol is strictly prohibited, please refer to our "policies and procedures" in the rental guidelines.

Where can we park?

The gravel parking lot across the street from the Lytle House has ample free parking. Renters and their guests DO NOT have permission to park in adjacent commercial parking lots.

What about when we are setting up the event, do you have a loading zone?

There is a loading zone on the street outside the facility. Please note that vehicles are not allowed on the walkways or park paths.

I am having a evening/weekend event; what does the Site Supervisor do?

If you are having a weekend or evening event you will be required to have a Site Supervisor. The Site Supervisor will be on duty for the duration of your event and will offer assistance, including opening and closing the facility at designated time, explaining normal procedures, answering questions, supervising use and handling emergencies. Any dangerous, unlawful or unruly behavior will be reported to renter, who will be held responsible for corrections. If at any time staff feels an event or use is out of control, the City of Bothell Police Department will be called in to respond to the situation.

Who is responsible for set-up and clean-up?

Renter is responsible for his/her own set-up and clean-up.

When will I get my refundable deposit back?

The deposit is held until the Recreation Coordinator has reviewed the Site Supervisor's report regarding use, which includes satisfactory clean-up, staying within scheduled time and lack of damage to facility or equipment. Deposit will be refunded upon meeting these conditions within 15-30 days.



City of Bothell
1909 CENTENNIAL CELEBRATION 2009

City of Bothell
Parks & Recreation
9929 NE 180th St.
Bothell, WA 98011
425.486.7430
www.ci.bothell.wa.us