



PARK WEDDING CEREMONY GUIDELINES

A Wedding License to Use Agreement is required to hold an outdoor wedding ceremony in one of Penticton's parks or beaches. The License to Use Agreement secures a location for your use on your special day and allows you to set up:

- chairs and/or tables (must have rounded bottoms)
- up to two 10' X 10' tents - tents must be weighted down or have 10 inch or less spikes (larger or additional tents requires approval) [Appendix 4 www.penticton.ca/eventapp](http://www.penticton.ca/eventapp)
- biodegradable confetti - no rice or paper materials
- additional onsite equipment or structures requires approval from the City and must be requested on the Wedding Ceremony Application Form

Conditions

- The length of the ceremony may be up to 4 hours including set-up and take-down. Extra fees apply for additional hours.
- All chairs and tables (or other equipment/items) are to be carried to and from the site. No vehicles are permitted on the grass. All chairs and tables must have rounded bottoms, not legs that can break the surface of the grass.
- Tents may not exceed 10' x 10' in size. Must be weighted down with sand bags or pegs 10 inches or less. No tying onto trees or other park fixtures. Larger tents require a special permit.
- The City of Penticton cannot guarantee that parking will be available for your ceremony. There is limited parking available and it cannot be reserved. Parking is subject to all parking rules.
- Rehearsals may be conducted at the reserved site at the License holder's convenience for free; However, to make sure that another ceremony or event is not taking place at the time of the rehearsal, the License holder should check with the Recreation Coordinator before any rehearsal is scheduled or conducted.
- Park locations will have a site visit from City staff the day before your event to make any minor cleanups, if necessary. It is recommended that you visit the site on the day of your event for a final inspection and to make any final cleanups you deem necessary - it is the responsibility of the applicant to take care of site preparations on the day of the wedding.
- Extra park maintenance may be available on request at an additional cost to the applicant (to be determined by request), please request on the Wedding Ceremony Application Form under the special conditions section.
- The City of Penticton does not provide tables, chairs or wedding planning services.
- The City park is provided "as is". It is the responsibility of the License holder to gather and remove their own trash and equipment after the ceremony and leave the park in the same condition as it was found.
- Signs notifying the public of your event can be picked up 5 days prior to your event from the Recreation Department. A \$100.00 deposit will be collected per sign and returned to applicant when the signs are brought back. Please leave a check with no date upon pick up at the Recreation Department front desk.
- A License to Use agreement is not required to take wedding photos at any of Penticton's Parks or beaches.
- Park bookings for weddings are guaranteed September 1 the year prior to wedding date for the 4 designated wedding sites; January 1 the year of the wedding for larger event sites. Tentative bookings prior to that day may be bumped due to large community special event bookings.

Organizer Liability

Liability insurance is required for all City of Penticton park bookings. The License to Use holder shall obtain and maintain Comprehensive General Liability Insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the City. **The City shall be included as an Additional Insured.** Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence, including, \$2,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits as the City may require from time to time.

If you are unable to obtain insurance, the City of Penticton has insurance available for purchase:

\$10 for up to 25 people*

\$25 for 26-100 people*

\$50 for 101-250 people*

* these rates are subject to change and will be confirmed at time of booking.

The License To Use Agreement applicant is responsible to comply with all items outlined in the License to Use Agreement.

Park Wedding Ceremony Fees

Application Fee	\$30.00 plus tax (non-refundable) Check with Recreation Coordinator if the Park is available before submitting the Application
License to Use Agreement Fee	\$212.25 plus Gst park rental fee for maximum of 4 hours (including set-up and take down time) Additional hours will have an added park rental fee (per hour) Full payment due at time of finalization of contract.
Damage Deposit	\$100.00 due at time of booking

Special Conditions

The Wedding Ceremony Application Form lists the most popular park locations for weddings in Penticton, if you would like to have your wedding at a different location than specified, please indicate the location under special conditions and requests (additional fees and permits may apply).

Considerations for “special conditions” requests:

- Catering
- Alcohol served on site
- Different location
- Tents that are larger than 10’X10’
- Band/music
- Access to electrical
- Picnic tables
- Garbage cans
- Turn irrigation off
- Etc.

Please ensure to list all requests for special conditions on the Wedding Ceremony Application Form.



PARK WEDDING CEREMONY APPLICATION FORM

Penticton Recreation Department
325 Power Street, Penticton, BC, V2A 7K9
Telephone: (250) 490-2437
Email: events@penticton.ca

Fax: (250) 490-2446
Website: www.penticton.ca

Submission of this application constitutes a request to use park space for the purpose of a wedding ceremony, and does not guarantee event approval.

Applicant's Name(s):	Date of Application:	
Mailing Address:		
Home:	Work:	Cell:
E-mail address:	Number of Guests/Participants:	
Special conditions and requests beyond our permitted guidelines. Please provide detailed information:		

Park: (please check)

Rose Garden

Marina Way Park

Skaha Pavilion

Munson Mountain

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Date(s)	Ceremony Time	Set up Time	Take Down Time

Park Wedding Ceremony Guidelines:

Initials:

_____ I have read and understand the Park Wedding Ceremony Guidelines.

Signature: _____ Date: _____

Office Use Only

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