



## PARK WEDDING CEREMONY GUIDELINES AND APPLICATION

A Wedding License to Use contract is required to hold an outdoor wedding ceremony in Penticton’s parks or beaches. The License to Use contract secures a location for your use on your special day.

### The contract allows for the following to be set up at the applicants cost:

- Chairs and/or tables (must have rounded bottoms)
- Two 10-foot x 10-foot tents. All tents must be weighted down; no spikes are permitted; no tying to trees
- Acoustic music
- Minimal floral decoration
- Small archway
- Biodegradable confetti only
- Additional onsite equipment or structures requires approval from the City and must be included on the Wedding Ceremony Application form.

### Special Conditions

The Park Wedding Ceremony Application lists the most popular locations for weddings in Penticton. If you would like to have your wedding at a different location, please indicate the location under special conditions and requests. Additional fees and permits may apply.

Considerations for “special conditions” requests:

- Alternate location
- Access to electrical/power pedestals (\$100 key deposit required)
- Catering
- Alcohol served on site
- Tents that are larger than 10’X10’ or more than two tents
- Band/music
- Picnic table, garbage/recycling can, and sign rental (fees and deposits are applicable)

**\*Please list all requests for special conditions on the Wedding Ceremony Application Form.**

### Park Wedding Ceremony Fees

Processing Fee	\$30.00 plus GST (non-refundable)
Park Rental Fee	\$225.23 plus GST This fee provides four hours of park rental time, including set-up and take down time. Additional hours available at \$48.50 per hour
Security Damage Deposit	\$100.00 due at time of booking, refunded after inspection
Electrical Key Deposit (Optional)	\$100.00 due at time of booking, refunded after key return
Wedding Sign Deposit (Optional)	\$100.00 per sign, due at time of booking, refunded after inspection and return. Signs can be picked up from the Events Coordinator five days prior to your event.

**\* Full payment due at time of finalization of contract. Deposits will be refunded accordingly.**

### Insurance Policy Required – Appendix 4

Prior to the granting of a Licence to Use contract, the Applicant shall obtain and maintain comprehensive general liability on terms satisfactory to the City. Please refer to Appendix 4 for insurance requirements. **The City shall be included as an Additional Insured for a minimum of \$3,000,000.** The License to Use Agreement applicant is responsible to comply with all items outlined in the License to Use Agreement.



**Conditions**

- All equipment and 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.
- The City of Penticton does not provide tables, chairs or wedding planning services.
- 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.
- City staff will visit the park the day prior to your event to conduct minor cleanups, if necessary. It is the responsibility of the applicant to take care of site preparations on the day of the wedding. 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.
- A License to Use contract is not required to take wedding photos at any of Penticton’s Parks or beaches.
- 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 Events Coordinator before any rehearsal is scheduled or conducted.

**PARK WEDDING CEREMONY APPLICATION**

Please submit completed application to the Event Coordinator at [events@penticton.ca](mailto:events@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. To finalize and complete your booking, all relevant forms and permits must be received and approved by the City. Additional information and appendices are located online at: [www.penticton.ca/eventapp](http://www.penticton.ca/eventapp)

EVENT INFORMATION	
Applicants Name:	Date of Application:
Mailing Address:	City, Province, Postal Code:
Cell Phone Number:	Home Phone Number:
Email:	Number of Guests and Participants:
Date of Wedding:	Ceremony Time (start & finish):
Set-up Start Time:	Clean Up Completed by:
Please select a venue:      Skaha Pavilion      Rose Garden      Munson Mountain      Marina Way Park	
Special conditions and requests:	
Do you require power:      Yes      No - If yes, fill out and submit the Park Booking Electrical Agreement Appendix 6	
Park Wedding Guidelines: I have read and understand the Park Wedding Ceremony Guidelines      Acknowledged	
Signature:	Date: