

A Wedding License to Use contract is required to hold an outdoor wedding ceremony in the City of Penticton's parks or beaches. The License to Use contract secures a location for 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
- Tents that are larger than 10'X10' or more than two tents
- Band/music
- Picnic table and garbage/recycling can rental (fees are applicable)

PARK WEDDING CEREMONY FEES

Processing Fee	\$30.00 plus GST (non-refundable)
Park Rental Fee	\$243.80 plus GST. This fee includes four hours of park rental time, including set-up and take-down time. Additional hours are available at \$48.50 per hour.
Security Damage Deposit	\$100 due at the time of booking, refunded after inspection
Electrical Key Deposit (Optional)	\$100 due at the time of booking, refunded after inspection

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

INSURANCE POLICY REQUIRED

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 million. 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 free of charge at the reserved location. However, it is advised that the License holder confirm park availability with the Recreation Coordinator prior to scheduling and conducting a rehearsal.



Park Wedding Ceremony Application

penticton.ca/events

penticton.ca

Wedding ceremonies are booked starting January 15, for the current year only. Applications are accepted ahead of this date, but can't be booked or confirmed until January 15. Applications received ahead of time will be looked at in chronological order, from the earliest date of submission.

Please submit your completed application to the Recreation Coordinator at 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 can be found online at: www.penticton.ca/our-community/events/host-event/plan-outdoor-wedding

EVENT INFORMATION

Applicants Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>	City, Province:	<input type="text"/>
Cell Phone Number:	<input type="text"/>	Postal Code:	<input type="text"/>
Email:	<input type="text"/>	Number of Guests:	<input type="text"/>
Date of Wedding:	<input type="text"/>	Ceremony Time: (start & finish)	<input type="text"/>
Set-up Start Time:	<input type="text"/>	Clean Up Completed by:	<input type="text"/>

Select a venue: Skaha Pavilion Rose Garden Munson Mountain Marina Way Park

Please list alternative locations requests in the Special Conditions and Requests section below.

Special conditions and requests:

Do you require power: No Yes **→ If yes, submit Appendix 7**

If yes, please submit the Park Booking Electrical Agreement Appendix 7 and reference Appendix 7B.

**A key is required for access to the power pedestals and there is a \$100 deposit per key.*

Park Wedding Guidelines:

I have read and understand the Park Wedding Ceremony Guidelines **Acknowledged**

Applicant Name: **Date:**