



**APPLICATION TO HOLD A WEDDING CEREMONY AT A PUBLIC PARK OR BEACH**

City of Nanaimo, Parks, Recreation & Culture

2300 Bowen Road

Nanaimo BC V9T 3K7

Telephone: 250-755-7517 Fax: 250-758-8761 Web: www.nanaimo.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.

**PLEASE NOTE: ALL APPLICATIONS MUST BE RECEIVED WELL IN ADVANCE OF THE WEDDING CEREMONY DATE.**

Applicant's Name(s):		Date of application:	
Address:			
City:	Province:	Postal Code:	
Home: ( )	Work: ( )	Cell: ( )	
E-mail address:		Number of Guests/Participants:	
Are you proposing any special conditions beyond our permitted guidelines? (see below) Please provide information:			
Date(s)	Ceremony Time	Set Up Time	Take Down Time

**Preferred Park Location: (Please Check)**

**A. Designated Park Location:**

**Neck Point:**  Finn Beach  Lookout  Seawall  Sunset Beach  Last Beach

Beach near grassy area, lookout and boathouse

**Bowen Park:**  Waterfalls  Amphitheatre  Hailey Rhododendron Garden

Grassy Area along Millstone across from Rhodo Grove

**Piper's Lagoon**

Grassy area near park entrance overlooking beach

**B. Non-designated Park Location:**

Other \_\_\_\_\_

**The following items are permitted in the park during your ceremony:**

- 10' x 10' tents (max. 2)
- Small table for signing of marriage certificate
- Acoustic music (ie: accordion, guitar – no amplified sound)
- Minimal floral decoration

**\*Food and alcoholic beverages are not permitted**

## **STANDARD PERMIT REQUIREMENTS FOR WEDDING CEREMONIES**

**All fees and projected costs must be paid at time of booking confirmation unless other arrangements have been agreed upon. Sites are not reserved until payment has been received. Please make cheques payable to the City of Nanaimo.**

1. Areas are rented up to a maximum of 2 hours. The rental starts at the beginning of set-up through clean up and removal of decorations. Please allow sufficient time to host your wedding and any photography planned for the ceremony site.
2. Licensee will be present at all times during the event and will assume responsibility for participant and/or performer conduct. Excessive sound and inappropriate content situation causing a nuisance to surrounding pedestrians, residents and businesses are not permitted.
3. Area is to be decorated with free standing or tied decorations only. Nails, tacks or tape are not permitted. The renter is responsible for the security of their decorations.
4. Foliage is not to be broken or moved.
5. Area is rented as is. Parks staff is not available to assist with set up or take down.
6. Licensee is responsible for the cleanup of the area rented. Clean up must be completed within the rental time frame.
7. Confetti or rice is not permitted, as it can be harmful to wildlife if ingested and is not biodegradable. We recommend the use of birdseed or bubbles.
8. Licensee is liable for any and all damages incurred during the use of the area rented, and agrees to pay all costs incurred by the City for cleanup, repairs and/or services resulting from the event.
9. All parks are public space as such you do not have exclusive use of the park for your wedding ceremony. Please do not impede general public access to the site. Visitors may stop and watch your wedding.
10. Full refunds will be made on ceremonies that are cancelled due to inclement weather, upon receipt of a written request.
11. Licensee will adhere to established parking and vehicle access guidelines.
12. Be advised that people with mobility problems may have difficulty on nature trails in city parks.
13. **Alcohol consumption is not permitted in any City of Nanaimo Parks.**
14. **Bylaw No. 7073.05 prohibits smoking in all City of Nanaimo Parks, beaches and trails.**

**PARKING:** Parking at all locations is limited. Adequate or reserved parking is not guaranteed. It is your responsibility to arrange car-pooling or shuttles to ensure that your guests are not parked illegally or cannot attend due to already full parking lots.

**PARK USERS MUST CARRY THE PERMIT AND PRESENT IT UPON REQUEST. PERMITS WILL BE REVOKED WITHOUT PAYMENT OF ANY COMPENSATION IN THE EVENT OF A BREACH OF ANY LAWS, BY-LAWS, OR CONDITIONS SET UP HEREIN OR IN FORCE. NON-COMPLIANCE MAY ALSO RESULT IN ADDITIONAL CHARGES.**

**PLEASE FORWARD ALL APPLICATIONS TO:**

[holly.hoek@nanaimo.ca](mailto:holly.hoek@nanaimo.ca)

250-755-7517

**For outdoor events at parks and trails**

**INITIAL \_\_\_\_\_**