

## APPLICATION SUBMISSION

Weddings in Regional Parks require a **Park Use Permit - Weddings**. Applications must be received by Parks Services **six (6) weeks prior** to the wedding (and in the calendar year of the wedding date) for staff approval.

Weddings are only permitted in the following parks:

- Bertram Creek Regional Park
- Kopje Regional Park

You may apply for a **Wedding Permit** in either of the parks noted above AND if your wedding is:

- During the months of April, May, September, or October
- Maximum of **75** guests at the wedding
- Maximum of four (**4**) **hours** in duration – including set-up and take-down
- Application is submitted **6 weeks prior** to wedding for approval

**Wedding Permit Fees** (due at contract signing):

- Permit Fee \$250.00 / permit
- Damage Deposit \$300.00 (refundable after post-event site inspection)
- Insurance Fee
  - 1 – 25 participants = \$20.00/permit
  - 26 – 75 participants = \$40.00/permit
- Administrative Fee \$25.00

Application forms can be submitted pressing the 'submit' button at the end of the application or by emailing the completed form to [park.bookings@cord.bc.ca](mailto:park.bookings@cord.bc.ca).

Completed Wedding Permit Applications will be reviewed for approval by RDCO Parks Services staff within 10 (ten) business days after submission.

# WEDDING PERMIT SITE AREA



# WEDDING REGULATIONS

Please read the regulations below prior to filling out the application. Upon approval of your application, a permit to hold your wedding will be issued.

- The length of the wedding can be up to four (4) hours in length including set-up and take-down.
- Weddings can take place between the hours of 10am and sunset.
- All chairs are to be carried to site – no vehicle access is permitted. All chairs must have rounded bottoms - not legs that can break the surface of the grass.
- Tents must not exceed 10'x10x in size – no pegging, staking/ground penetration permitted for any temporary structures. Sandbags/weights should be used to hold down tents.
- Site plans must be submitted for approval with the Wedding Permit Application form.
- No roping off of any area or restriction of public access to an area within the park.
- No alcoholic beverages are permitted in any Regional District park.
- The Regional District does not guarantee that parking will be available for your ceremony. There is limited parking available and it cannot be reserved.
- Do not litter or endanger the welfare of animals and birds by throwing confetti, rice or birdseed. Bubbles are permitted, as well as fresh flower petals but must be cleaned up at end of event.
- All garbage/recyclables generated by the event must be removed from the event site immediately following the event.
- Amplified sound is not allowed in a Regional District park. Music for the ceremony is permitted at a volume that does not disturb the peace or enjoyment of park users in the area.
- Rehearsals may be conducted at the reserved site at the permit holder's convenience, however, to make sure that another ceremony is not taking place at the time of rehearsal, the permit holder should check with the Booking Clerk prior.
- At least one portable toilet must be provided for weddings with 50-75 people. Toilet must be arranged and provided at the cost of the applicant and is to be removed from event site immediately following the event.
- There is no on-site power
- A temporary electrical operating permit is required for sites using electrical equipment for temporary use, and where the supply is greater than 5 kVA (i.e. generators). Contact Technical Safety BC <https://www.technicalsaftybc.ca/> for information permit requirements.
- No food service allowed – Wedding Permit is for ceremony only – no reception or catering is allowed.
- A \$5 Million Liability Insurance Certificate for the event that names the “Regional District of Central Okanagan” as additional insured must be provided or purchased with the permit.
- All activities in the park must adhere to Regional Parks Regulatory Bylaw #1427.
- A \$300 damage deposit is collect at the time of booking and will be refunded to the permit holder after a site inspection is done by staff to confirm there is no mess or damage on site.
- The Regional District does not provide wedding planning services, make special arrangements within the park for a wedding ceremony (i.e. moving picnic benches or tables), or conduct any alterations or extra maintenance to existing landscaping.

## APPLICANT INFORMATION

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Province \_\_\_\_\_

## WEDDING INFORMATION

Wedding Location:            Bertram Creek Regional Park            Kopje Regional Park

Date of wedding: \_\_\_\_\_

Time of wedding: \_\_\_\_\_

Total Number of people at the event: \_\_\_\_\_

Contact Person (onsite during event): \_\_\_\_\_

Contact Person Contact (phone #): \_\_\_\_\_

SET-UP TIME		EVENT TIME		TAKE-DOWN TIME	
Start	Finish	Start	Finish	Start	Finish

**Temporary Structures**

**Yes**

**No**

(tents, generators, portable washrooms, etc.)

If yes, provide details below:

**Garbage/Recycling**

**Yes**

**No**

(plan for event waste management, food packaging and waste, environment protection or recycling)

Provide details below:

**Portable Toilets**

**Yes**

**No**

(1 unit required for weddings with 50-75 attendees)

If 50-75 attendees, provide portable toilet arrangement details below:

Wedding applications are reviewed by RDCO Parks Services Staff. Fees may be applied to event requests that propose extensive exclusive use of a public park. Fees must be paid in full within 14 days following approval of the event. Fees are paid through the Facility Booking Clerk.

Pressing the **'submit'** button below will automatically attach this application to an email that will go to **park.bookings@cord.bc.ca**. Please also attach your site plan that indicates the park area(s) requested for your event, portable toilet locations, first aid stations and/or emergency medical services (note requirements above for site plan).