



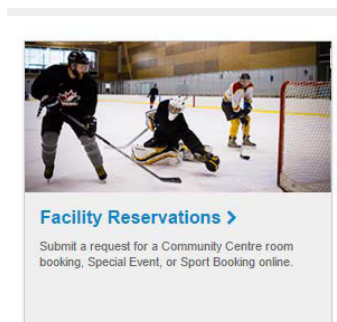
HOW TO RESERVE A WEDDING SITE

Follow these steps to book a wedding site using the Vancouver Park Board online registration and reservation system.

Step 1: Go to the [Vancouver Park Board online registration and reservation system \(recreation.vancouver.ca\)](http://recreation.vancouver.ca) and sign into your account.

NOTE: You must have an online account to reserve. If you do not have one, go to the same link above and click on [Create an Account](#) found in the top right corner.

Step 2: Click on **Facility Reservation**



Step 3: Click on **Make a Reservation** under **Online Services**

- **Online Services**
 - Register for Activities
 - **Make a Reservation**
 - My Shopping Cart
 - Sign Out of My Account
 - Purchase Passes

Step 4: Click on the **Rink & Park Use Requests** button to find a wedding site



Submit a request for use of a Picnic Site, Rink Facility, Wedding Site, Sport Field or Diamond or apply to hold a Special Event in a park.

Step 5: Go to the bottom of the page and fill in the required information under **Reservation:**

- a. For the **Event Type**, choose the option that says **Outdoor Wedding Ceremony in a Park or Beach** (drop-down list).
- b. Fill in the **Description** (i.e. name of the event)
- c. Enter the **Maximum Number of Guests**
- d. Click on the **Continue** button
(see the screenshot on the next page)

Welcome to the Reservation Request Site!

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type:

Description: (e.g., Johnson Wedding)

Maximum Number of Guests:

Continue

Step 6: You will be taken to a page called **Reservation: Facility/Equipment Search**. You need to provide additional information.

- In the **Choose the location or area for your event** section, leave **Any Locations** and **Any Area** as the selected option for **Locations** and **Areas**.
- In the **Choose the type of facility for your event** section, select **Park-Wedding Ceremony Designated Site**.
- In the **Choose the facility for your event** section, select the **wedding site** you want.
- In the **Specify facility appropriate uses or special features your event requires** section, leave **Unspecified** as the selected option.
- Click on the **Continue** button.

Please use the fields below to find facilities/equipment for your event.

Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

*Barclay Manor
*Bloedel Floral Conservatory
*Britannia Cmty Centre
*Britannia Rink

Arbutus
Downtown
Dunbar
Fairview

Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Jericho Beach Wedding Site
Jericho Lookout Wedding Site
Kitsilano Beach Wedding Site

Spanish Banks West Wedding Site

Specify facility appropriate uses or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

Arts and Cultural Performances and Activities
Children's Birthday Parties
Corporate/Non-profit Business Meeting
Indoor Sport Activities

When you have selected your requirements, click **Continue**



Step 7: In the **Reservation: Select Facility/Equipment** stage:

- a. Check the select box
- b. Click the **Continue** button

Step 8: Enter the date and time for your desired event.

- a. In **Specify the Dates**, enter the **Begin Date** and **End Date**.
- b. In **Specify when the event starts**, select the time slot: 9:00am to 1:00pm, or 2:00pm to 6:00pm.
- c. Click the **Continue** button

NOTE: If two time slots for the same day are required (e.g. 9:00-1:00pm and 2:00-6:00pm on August 18), you must make separate reservations.

Queen Elizabeth Park Wedding Site must be reserved at least 7 day(s) in advance.

▼ **Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2018 ▼ Aug ▼ 18 ▼

– AND –

Number of Weeks

– OR –

End Date 2018 ▼ Aug ▼ 18 ▼

▼ **Specify when the event starts**

Available Time Slots 2:00 PM to 6:00 PM (Wedding Site PM) ▼

To review your event dates, click **Continue**



Step 9: You will be taken to a **Review Reservation Event Dates** screen where you can review the reservation you want to make. If it is correct, click on the **Continue** button.

Review Reservation Event Dates

Customize Your Facility Use Request

If you are requesting a request for multiple dates, times and/or patterns for a **single facility**, you can edit times at this step. For example, if you are requesting Hillcrest Rink on Tuesdays from 10:00am-11:00am and on Fridays from 9:15am-10:30am but specified an Exact Time of 10:00am and a duration of 1 hour and 0 minutes, you can edit the Friday times here by clicking on the each Friday calendar date and updating the time to 9:15am for 1 hour and 15 minutes.

If you have **multiple facilities** as part of your request (e.g. you are requesting use of Synthetic Turf at Andy Livingstone, Trillium and Empire), please edit the times in your pattern in the next step of the request process.

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.
* indicates a date which you have changed from the requested pattern of dates and times.

▼ August, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 2:00 pm 4 hours
19	20	21	22	23	24	25
26	27	28	29	30	31	

Step 10: You will be taken to a **Reservation Facilities / Equipment Availability** screen where the information of your reservation will be displayed. If it is correct, click the **Continue** button.

Reservation Facilities/Equipment Availability

Is Your Facility Available?

A **red X** indicates that the facility is not available for the date and/or time that you requested. Did you remember to confirm Facility Availability by viewing an availability calendar? **Remember:** for Ice Rink Rentals, your requested time needs to exclude 15 minutes for an ice clean at the end of your event. For example, even though the availability calendar is showing that 1:00pm-2:30pm is available, you will only be able to request from 1:00pm up to 2:15pm. You can update your requested date(s) and/or time(s) by clicking on the link in the **Comments** column in the below table.

If you have **multiple facilities** as part of your request (e.g. you are requesting use of Synthetic Turf at Andy Livingstone, Trillium and Empire), please edit the times in your pattern by clicking on the link in the Comments column in the below table.

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Queen Elizabeth Park Wedding Site	Facility	Queen Elizabeth Park 33rd & Cambie Vancouver, BC, CA V0V 1V1	--	Charge : \$425.00 GST PB : \$21.25		0 Review selected time.
Select All							
Deselect All							

When you have selected the facilities/equipment to reserve, click **Continue**



Step 11: You will be taken to a **Reservation Checklist / Questions** screen regarding specific questions about your reservation.

- Click on the [Wedding Site Terms and Conditions](#)
- If you agree to the Terms and Conditions, enter your initials in the box directly under the **Agree to Waiver**
- Review and answer the questions in the **Questions** section
- After you agree to the waiver and answer the questions, click on the **Continue** button

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	*Wedding Site Terms and Conditions	--

Please answer the following questions (* - required).

Questions (* - required field)

How many chairs will be set up for your ceremony? *

Liability Insurance, with coverage as required by the City, is mandatory for weddings, events or activities on City and Park Board property, and for the use of any City or Park Board facilities. For more information visit <http://vancouver.ca/doing-business/insurance-requirements-for-filming-event-and-facility-use.aspx> have valid insurance will obtain insurance prior to my booking date

A copy of your insurance certificate MUST be provided prior to the first date of your booking. For your convenience, the following insurance companies are believed to provide liability insurance for sport, leisure, recreation, special events, or facility rentals: Shephard Ashmore (Vancouver) Insurance, Inc. at <http://eventpolicy.ca> or call (604) 684-9349. You may also contact SBC Insurance Agencies Ltd at <http://sbcinsurance.com> or call (604) 737-3018* I understand

Based on your event details, there may be additional charges for damage deposits, music licensing fees (SOCAN & ReSound), equipment and staffing that are applied to your final rental charges.* I understand

Day of Contact Information

On-site contact name on day of event:

Phone number for day of event contact:

Additional comments:

When you are done, click **Continue**

Step 12: You will be taken to a **Reservation Review**. This is the second last step in requesting your reservation. If everything is in order, click on the **Continue** button.

Step 13: Enter your payment information and click on the **Continue** button to complete the transaction. Please note your full payment is processed at this time.

Thank you for reserving with the Vancouver Park Board!