HOW TO RESERVE A WEDDING SITE

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

**Step 1:** Go to the "Park wedding ceremony permit" page on vancouver.ca. (Direct link: https://vancouver.ca/doing-business/park-wedding-permit.aspx)

**Step 2:** Scroll down to "Apply for a park wedding ceremony permit" and go to step 3.

**Make an online reservation request.**

**Step 3:** Login or Create New Account.

**Step 4:** “Reservation Event Information” (fill in the required information)

a. For **Event Type** choose **Outdoor Wedding Ceremony in a Park or Beach**.
b. Fill in the **Description** (i.e. name of the event)
c. Enter the total **Number of Guests** (max 50 - 120 depending on the site)
d. Click on the Continue button (bottom right of the page).
Step 5: “Reservation: Facility / Equipment Search”
   a. “Choose the location or area for your event” - leave Any Locations and Any Area selected.
   b. "Choose the type of facility for your event" - select Park - Wedding Ceremony Designated Site.
   c. "Choose the facility for your event" - select the wedding site you would like to reserve.
   d. "Specify facility appropriate uses or special features your event requires" - leave Unspecified as the selected option.
   e. Click on the Continue button.
Step 6: “Reservation: Select Facility / Equipment” - check off the “Select” box.

Step 7: “Reservation Event Dates” Selecting your reservation date(s) and time(s).
   a. In "Specify the Dates", enter the **Begin Date**. The **End Date** will automatically change to the same 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 on the Continue button.
   *NOTE: If two time slots for the same day are required (e.g. 9:00am to 1:00pm and 2:00pm to 6:00pm), you must make separate reservations.

Step 8: "Review Reservation Event Dates" - If it is correct, click on the Continue button.
**Step 9:** “Reservation Facilities / Equipment Availability”  
If the information of your reservation is correct, click the Continue button.  
*NOTE: A red X indicates that the facility is not available for the date and/or time that you’re requesting.*

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<th>Name</th>
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**Step 10:** “Reservation Checklist / Questions”  
a. Click on the *Wedding Site Terms and Conditions*  
b. If you agree to the Terms and Conditions, enter your initials in the box directly under “Agree to Waiver”.  
c. Review and answer the questions in the Questions section.  
d. After you agree to the waiver and answer the questions, click on the Continue button.

**Questions**

- How many chairs will be set up for your ceremony? (Required)

- 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 (Required)

- 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. (Required)

**Day of Contact Information**

- On-site contact name on day of event:  
- Phone number for day of event contact:  
- Additional comments:
Step 11: “Reservation Review” - If everything is correct, click on the Continue button.

![Reservation Review](image1)

Step 12: “Payment Information” - Enter the required payment information and click on the Continue button to complete your reservation request.

![Payment Information](image2)

Please note: Most reservation requests are reviewed within 5-10 business days. Staff will contact you directly regarding the next steps to secure your booking.

*Thank you for reserving with the Vancouver Park Board!*