



WEDDING SITE APPLICATION
SPECIAL EVENTS & FILMING, VANCOUVER PARK BOARD
2099 Beach Ave. Vancouver BC V6G 1Z4
Telephone: 604.257.8516
Web: vancouverparks.ca Email: parkevents@vancouver.ca

THIS IS AN APPLICATION/REQUEST ONLY AND DOES NOT GUARANTEE A PERMIT WILL BE ISSUED. TO AVOID ANY MISUNDERSTANDING PLEASE BE SURE TO READ 'TERMS AND CONDITIONS'. For Tier 1-3 only , Tier 4 apply on line

Permit Holder Information	
Your Name:	Email:
Address:	City: Province: Postal Code:
Phone Number:	Cell:
Wedding Group Name:	Number of Attendees :

Wedding Site Location Options	Date & Time	Tier Option
First Choice:		
Second Choice:		
Third Choice:		
<p>For more information on Wedding Locations & Tier Options please visit our website HERE. Please note that 3 of our Wedding locations have AM time slots only. Locations with AM timeslots only are:</p> <p style="text-align: center;">Kitsilano Beach Wedding site, Sunset Beach Wedding Site and Third Beach in Stanley Park</p>		

Addition Information (Required)	
Maximum 20 chairs permitted. Please note: if you require more than 20 chairs additional fees and approvals do apply. We may not be able to approve additional chairs at all times and at all locations.	
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	
On-site contact name on day of event	
Phone number for day of event contact	
Any Additional Comments:	

***Wedding Site Terms and Conditions**

RENTAL AGREEMENT PAYMENT OPTIONS:

- 1) ONLINE: with the proper online account access, you can pay your balance due. If you need assistance with online access, please contact parkevents@vancouver.ca.
- 2) MAIL A CHEQUE: only cheque payments can be processed by mail. Please DO NOT mail cash or credit card information. All cheques are payable to the City of Vancouver and can be sent to Vancouver Park Board Special Events and Filming, 2099 Beach Avenue, Vancouver BC, V6G 1Z4.

The Vancouver Park Board hereby grants the permit holder and/or representative permission to use the facilities outlined, subject to the terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement. In consideration of this permit, the permit holder and/or representatives on behalf of the permit holder agrees:

To comply and to cause those using the facilities under this permit to comply with all of the terms and conditions of this permit;

To inspect the premises and facilities covered by this permit prior to any use by the permit holder to ensure that the facilities are suitable for the permit's holder's intended use;

That all Park Board premises and facilities are accepted "as is" and are used entirely at the permit holder's own risk;

Accepting this permit from the Park Board constitutes an acknowledgement from the permit holder and/or representative that he/she has read and understands the conditions and undertakings contained herein and further that he/she has the authority to represent and bind the licensee on all matters pertaining to this permit.

The Vancouver Park Board is publicly funded and the use of parks and facilities must reflect this fact. Users must comply with all applicable City by-laws and Federal and Provincial legislation, including the British Columbia Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.

Vancouver's parks and beaches will be smoke-free effective September 1, 2010.

REFUND POLICY FOR SPECIAL EVENTS, WEDDING CEREMONIES, FILMING & COMMERCIAL PHOTOGRAPHY:

1. Special Events:

- Level 1, Level 2: a minimum of 30 calendar days' notice prior to date of reservation for refund minus a \$30.00 administration fee.
- Level 3, Level 4, and Level 5: a minimum of 30 calendar days' notice prior to date of reservation for refund minus an administration charge equal to 50% of the permit fee.
- No refunds issued for Special Event permit cancellations less than 30 calendar days from event date.

2. Wedding Ceremonies:

- a minimum of 30 calendar days' notice prior to date of reservation for refund minus an administration charge equal to 50% of the permit fee.

3. Filming:

- A minimum notice of 5 working days is required for a refund, minus the equivalent of 4 hours of staffing time (at the posted staff rate). No refunds will be issued if less than 5 working days' notice is provided.

4. Commercial Photography:

- Minimum notice of 5 working days is required for a refund, minus a \$30.00 administration fee

Signed by