



## How to Reserve a Wedding Site:

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

**Please note** if you would like to have a wedding at a non-designated wedding site, you will need to apply for a Special Event Permit: <https://vancouver.ca/doing-business/organize-an-event-in-a-park.aspx>

**Step 1:** Go to the online booking webpage.

(USE: vanrec.ca or <https://ca.apm.activecommunities.com/vancouver/>)

**Step 2:** Sign into your account.

Home > Sign in



### Sign in

Email address *(Required)*

Password *(Required)*

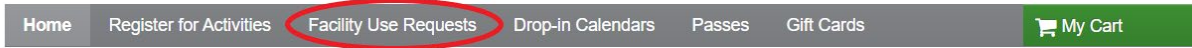
[Forgot your password ?](#)

Don't have an account? [Join](#)

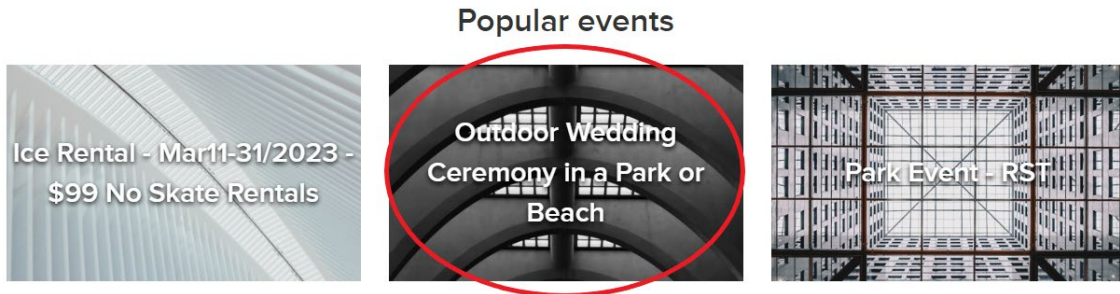
**Step 3:** From the grey banner, click **Facility Use Requests**.



[Sign In](#) | [Create an Account](#)



**Step 4:** Under **Popular events**, click **Outdoor Wedding Ceremony in a Park or Beach**.



**Step 5:** Under **Resource Search** you will find a list of facilities. Click the Facility you would like to reserve.

## Resource Search

Search for locations or facilities to reserve Search

Date and time Attendee Facility type 1 Event type Reservation group Amenity Reset all

Found 10 matching result(s) Sort by: Name ascending

- Facility**  
**Jericho Beach Wedding Site**  
Park - Wedding Ceremony Designated Site  
📍 Jericho Park 🧑‍🤝🧑 80 📅 Reserve by hour
- Facility**  
**Jericho Lookout Wedding Site**  
Park - Wedding Ceremony Designated Site  
📍 Jericho Park 🧑‍🤝🧑 80 📅 Reserve by hour

**Step 6:** Fill in the **Who are you reserving for?** column on the right hand side of the screen. Select the **Number of attendees**, the **Time frame/Date** of your wedding. **Please ensure you are selecting the appropriate time duration for your specific wedding tier.**

Home > Facility Use Requests > Search results > Resource detail

## Jericho Beach Wedding Site

Park - Wedding Ceremony Designated Site | WEDJERBEA

Requires 1-80 attendees

Jericho Park  
3941 Point Grey Road  
Vancouver, BC, V6R 4L9

(604) 873-7000

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Description: Max capacity is 80 people

### Reservation Rules

- 1 Current facility reserve by hour.
- 2 Minimum reservation time: 1 hour

ACTIVE NETWORK

Who are you reserving for?  
Individual  
Vancouver Parks Board  
Number of attendees  
1  
Requires 1-80 attendees  
Date  
When?  
Proceed


**Step 7:** Click **Apply** then **Proceed**.

Please note, after clicking **Apply**, if a time slot is unavailable, you will be prompted to check the bookings again.

Who are you reserving for?  
Individual  
Vancouver Parks Board  
Number of attendees  
1  
Requires 1-80 attendees  
Date  
When?  
Proceed

Select your event dates  
Apr 2023  
S M T W T F S  
26 27 28 29 30 31 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 1 2 3 4 5 6  
Time Range Time Length  
7:00 PM to 8:00 PM  
Search  
May 5, 2023, 7:00 PM to 8:00 PM  
Reset Apply

**Step 8:** Under **Reservation form**, enter an **Event name** and **Event type**.  
Please note **Event type** is **Outdoor Wedding Ceremony in a Park or Beach**.

 Please review the information carefully before clicking the Reserve button.

## Reservation form

Required fields are marked \*


### Event details

Who are you reserving for? \*

Individual Vancouver Parks Board

Event name \*

Please enter an event name.

Event type \* 

Please select an event type

### Event

Jericho Beach Wedding Site	1 booking \$0.00
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### Fee summary

Subtotal	\$0.00
Tax	\$0.00
<b>Total</b>	<b>\$0.00</b>

**Reserve**

Add another resource

**Step 9:** Answer all the **Custom questions** then click **Reserve** on the right hand column.  
Please note, under **Waiver and information** you will have to initial.

## Custom questions

### Custom Question Group

Which tier have you chosen for your wedding: \*

- Tier 1 - 1 hour, 10 people or less
- Tier 2 - 2 hours, 20 people or less
- Tier 3 - 3 hours, 30 people or less.
- Tier 4 - 4 hours, 30 people or more

If you would like to bring more chairs than listed, additional fees and approvals may apply. \*

- Yes, additional chairs requested
- No extra chairs 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> \*

### Test Wedding

Jericho Beach Wedding Site	1 booking \$51.50
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### Fee summary


Subtotal	\$51.50
Tax	\$2.58
<b>Total</b>	<b>\$54.08</b>

**Reserve**


Add another resource

**Step 10:** Review your reservation then select **Check out**.

## Shopping Cart



Vancouver Parks Board  1 item, \$50.00 in total.

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**Test Wedding** \$51.50 

RESERVATION REQUEST

1 Resource(s): Jericho Beach Wedding Site

Number of booking(s): 1  

### Order Summary

Subtotal \$51.50  
Taxes \$2.58

**Due Now** \$54.08

[Check out](#)