

CUSTOMER SERVICE CENTER USE ONLY

DATE RECEIVED:	APPLICATION FEE:	<input type="checkbox"/> \$80	<input type="checkbox"/> \$160
	USAGE FEE (S):	<input type="checkbox"/> GARDEN \$ _____	<input type="checkbox"/> PARK \$160.00 <input type="checkbox"/> OTHER \$ _____
	EXTRA FEES:	<input type="checkbox"/> \$25 ELECTRICITY	<input type="checkbox"/> \$60 VEHICLE <input type="checkbox"/> \$155 OVERBOOKING
	REFUNDABLE DEPOSITS:	<input type="checkbox"/> \$100 KEY	<input type="checkbox"/> \$125 SECURITY <input type="checkbox"/> OTHER \$ _____

ENTERED BY:	TOTAL DUE:
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PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



WEDDING WORKSHEET/APPLICATION

CUSTOMER SERVICE CENTER 503-823-2525 FAX 503-823-2515

CONTACT INFORMATION

PRIMARY CONTACT NAME:		SECONDARY CONTACT NAME:	
PRIMARY ADDRESS:		CITY:	ST: ZIP:
DAY PHONE:	CELL PHONE:	FAX:	
EMAIL:		WEBSITE:	
PREFERRED CONTACT METHOD: <input type="checkbox"/> DAY PH <input type="checkbox"/> CELL PH <input type="checkbox"/> EMAIL		ARE YOU ALSO BOOKING YOUR RECEPTION WITH PP&R? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESIRED NAME OF EVENT:		WHAT IS YOUR EXPECTED ATTENDANCE?	
ARE YOU USING A WEDDING PLANNER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES - NAME & PHONE:		ARE YOU BOOKING MORE THAN 1 LOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	

DATE & TIME
 WHEN BOOKING THE GOLD MEDAL GARDEN, SHAKESPEARE GARDEN OR PENINSULA PARK GARDEN, YOU MUST CHOOSE ONE OPTION 10A - 12P, 2P - 4P, 6P - 8P ALL OTHER PARKS MAY BE BOOKED ANY TIME BETWEEN 8A-9P
(CUSTOMER SERVICE CENTER ONLY)

DATE (1 ST CHOICE):	TIME: <input type="checkbox"/> 10A-12P <input type="checkbox"/> 2P-4P <input type="checkbox"/> 6P-8P <input type="checkbox"/> OTHER:	AVAIL: Y: <input type="checkbox"/> N: <input type="checkbox"/>
DATE (2 ND CHOICE):	TIME: <input type="checkbox"/> 10A-12P <input type="checkbox"/> 2P-4P <input type="checkbox"/> 6P-8P <input type="checkbox"/> OTHER:	AVAIL: Y: <input type="checkbox"/> N: <input type="checkbox"/>
DATE (3 RD CHOICE):	TIME: <input type="checkbox"/> 10A-12P <input type="checkbox"/> 2P-4P <input type="checkbox"/> 6P-8P <input type="checkbox"/> OTHER:	AVAIL: Y: <input type="checkbox"/> N: <input type="checkbox"/>

LOCATION (CUSTOMER SERVICE CENTER ONLY)

PARK (1 ST CHOICE):	LOCATION #:	AVAIL: Y: <input type="checkbox"/> N: <input type="checkbox"/>
PARK (2 ND CHOICE):	LOCATION #:	AVAIL: Y: <input type="checkbox"/> N: <input type="checkbox"/>
PARK (3 RD CHOICE):	LOCATION #:	AVAIL: Y: <input type="checkbox"/> N: <input type="checkbox"/>

SET UP

<input type="checkbox"/>	DECORATIONS: (PLEASE BE AWARE-WE DO NOT ALLOW ANY DECORATIONS AT MOST GARDENS. REQUIRES APPROVAL & ADDITIONAL FEES MAY APPLY) DESCRIBE:	<input type="checkbox"/>	ELECTRICITY WHERE AVAILABLE, \$25.00 FEE, KEY & DEPOSIT MAY BE REQUIRED
<input type="checkbox"/>	ALCOHOL (BEER & WINE ONLY - NO KEGS) <input type="checkbox"/> GUESTS BRING THEIR OWN <input type="checkbox"/> HOST OR PROVIDE	<input type="checkbox"/>	PORTABLE RESTROOM REQUIRED - 1 PER EVERY 125 PEOPLE
<input type="checkbox"/>	AMPLIFIED SOUND/ MUSIC TYPE:	<input type="checkbox"/>	TABLES # & SIZE:
<input type="checkbox"/>	CANOPIES (NO STAKES ALLOWED) # & SIZE:	<input type="checkbox"/>	VEHICLES (LOAD/UNLOAD ONLY) \$60.00 PER VEHICLE # OF VEHICLES DRIVING INTO PARK:
<input type="checkbox"/>	CHAIRS # & LOCATION:	<input type="checkbox"/>	OTHER (PLEASE PROVIDE DETAILS):
<input type="checkbox"/>	FOOD WILL THE EVENT BE <input type="checkbox"/> CATERED OR <input type="checkbox"/> POTLUCK?	<input type="checkbox"/>	

PAYMENT INFORMATION - IN ORDER TO HOLD A DATE & LOCATION, A MINIMUM OF THE APPLICATION FEE IS DUE IF FAXING APPLICATION PLEASE PROVIDE PAYMENT INFORMATION. DO NOT EMAIL CREDIT CARD INFORMATION

NAME AS IT APPEARS ON THE VISA OR MASTERCARD:	AMOUNT APPROVED: \$ _____
CARD NUMBER: _____ - _____ - _____ - _____	EXPIRATION DATE: _____ / _____

RENTAL #