



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## WEDDING WORKSHEET/APPLICATION

1120 SW 5th Ave, PORTLAND, OR, 97201  
CUSTOMER SERVICE CENTER 503-823-2525

### 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			

### EVENT INFORMATION

DESIRED NAME OF EVENT:	WHAT IS YOUR EXPECTED ATTENDANCE?
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#### DATE & TIME

DATE (1 <sup>ST</sup> CHOICE):	SIMPLE CEREMONY ONLY: WHEN BOOKING THE GOLD MEDAL GARDEN, SHAKESPEARE GARDEN OR PENINSULA PARK GARDEN, YOU MUST CHOOSE ONE OPTION <input type="checkbox"/> 10A-12P <input type="checkbox"/> 2P-4P <input type="checkbox"/> 6P-8P
DATE (2 <sup>ND</sup> CHOICE):	
DATE (3 <sup>RD</sup> CHOICE):	
FACILITIES WITH A 2-HOUR LIMIT <input type="checkbox"/> START TIME: _____ END: _____	
CEREMONY/RECEPTION: <input type="checkbox"/> RENTAL BLOCK 8A-9P	

#### LOCATION

PARK (1 <sup>ST</sup> CHOICE):	LOCATION:
PARK (2 <sup>ND</sup> CHOICE):	LOCATION:
PARK (3 <sup>RD</sup> CHOICE):	LOCATION:

#### SET UP

<input type="checkbox"/>	<b>DECORATIONS:</b> (PLEASE BE AWARE-WE DO NOT ALLOW ANY DECORATIONS AT SIMPLE CEREMONY LOCATIONS. REQUIRES APPROVAL) DESCRIBE:	<input type="checkbox"/>	<b>ELECTRICITY</b> WHERE AVAILABLE, KEY & DEPOSIT MAY BE REQUIRED
<input type="checkbox"/>	ALCOHOL (BEER & WINE ONLY) <input type="checkbox"/> GUESTS BRING THEIR OWN <input type="checkbox"/> HOST OR PROVIDE (MUST PROVIDE INSURANCE IF HOSTED/OR OVER 50 ATTENDEES)	<input type="checkbox"/>	<b>PORTABLE RESTROOM</b> REQUIRED - 1 PER EVERY 125 PEOPLE
<input type="checkbox"/>	<b>AMPLIFIED SOUND/ MUSIC</b> TYPE:	<input type="checkbox"/>	<b>TABLES</b> # & SIZE:
<input type="checkbox"/>	<b>CANOPIES (NO STAKES ALLOWED)</b> # & SIZE:	<input type="checkbox"/>	<b>VEHICLE ACCESS (LOAD/UNLOAD ONLY) \$67.25 PER VEHICLE</b> # OF VEHICLES DRIVING INTO PARK:
<input type="checkbox"/>	<b>CHAIRS</b> # & LOCATION:	<input type="checkbox"/>	<b>OTHER</b> (PLEASE PROVIDE DETAILS):
<input type="checkbox"/>	<b>FOOD</b> WILL THE EVENT BE <input type="checkbox"/> CATERED OR <input type="checkbox"/> POTLUCK?		

RENTAL #

#### FEES - SEE REVERSE FOR FEE CHART

APPLICATION FEE:	<input type="checkbox"/> \$121.25 (MORE THAN 45 DAYS) OR	<input type="checkbox"/> \$182 (44-16 DAYS) OR	<input type="checkbox"/> \$242.50 (15 DAYS OR LESS)
USAGE FEE (S):	<input type="checkbox"/> \$ _____	<input type="checkbox"/> OTHER \$ _____	
EXTRA FEES:	<input type="checkbox"/> \$67.25 VEHICLE ACCESS PASS	<input type="checkbox"/> \$204 OVERBOOKING	<input type="checkbox"/> \$105 NOISE VARIANCE FEE
REFUNDABLE DEPOSITS:	<input type="checkbox"/> \$100 KEY	<input type="checkbox"/> SECURITY \$ _____	\$250 @ HOYT/ \$500@AMPITHEATERS

TOTAL DUE:	\$ _____
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#### PAYMENT INFORMATION -

- A MINIMUM OF THE APPLICATION PROCESSING FEE IS DUE
- DO NOT MAIL, FAX, OR EMAIL CREDIT CARD INFORMATION.
- PLEASE MAKE CHECKS PAYABLE TO "THE CITY OF PORTLAND"
- MAIL TO: 1120 SW 5th Ave, PORTLAND, OR, 97201

Application Fee - Wedding (more than 45 days)	<b>\$121.25</b>
Application Fee - Wedding (45 days or less)	<b>\$182.00</b>
Application Fee- Wedding (15 days or less)	<b>\$242.50</b>
Cathedral Park Stair Case & Deck	<b>\$621.50</b>
Amphitheater Rental Fee - Cathedral Park	<b>\$673.50</b>
Amphitheater Rental Fee - Mt Tabor Park	<b>\$634.00</b>
Amphitheater Rental Fee - Spring Garden Park	<b>\$250.00</b>
Amphitheater Rental Fee - Washington Park	<b>\$1,968.50</b>
<i>Amphitheater Rental Fee - Woodlawn Park</i>	<b>\$150.00</b>
Hoyt - Meadow/Deck	<b>\$404.00</b>
Hoyt - Redwood Deck	<b>\$222.75</b>
Hoyt - Stevens Pavilion - High Season	<b>\$595.75</b>
Hoyt - Stevens Pavilion - Low Season	<b>\$297.75</b>
Hoyt - Wedding Meadow	<b>\$285.00</b>
Hoyt - Bill DeWeese Classroom Fee	<b>\$69.50</b>
Dawson Park Gazebo	<b>\$204.00</b>
Gold Medal Garden - Washington Park	<b>\$496.25</b>
Laurelhurst Staircase	<b>\$204.00</b>
Luuwit View - View Point	<b>\$155.50</b>
Memory Garden	<b>\$233.00</b>
Mt. Tabor Summit	<b>\$396.50</b>
Peninsula Rose Garden	<b>\$717.00</b>
Peninsula Gazebo	<b>\$204.00</b>
Rocky Butte Summit	<b>\$204.00</b>
Secret Garden - Washington Park	<b>\$204.00</b>
Shakespeare Garden - Washington Park	<b>\$751.00</b>
South Waterfront Garden	<b>\$375.00</b>
Tanners Spring Boardwalk	<b>\$204.00</b>
Tanners Spring Park Center	<b>\$204.00</b>