



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

WEDDING WORKSHEET/APPLICATION

111 SW COLUMBIA ST, SUITE 660, 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 ST 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 ND CHOICE):	
DATE (3 RD 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 ST CHOICE):	LOCATION:
PARK (2 ND CHOICE):	LOCATION:
PARK (3 RD CHOICE):	LOCATION:

SET UP

<input type="checkbox"/>	DECORATIONS: (PLEASE BE AWARE-WE DO NOT ALLOW ANY DECORATIONS AT SIMPLE CEREMONY LOCATIONS. REQUIRES APPROVAL) DESCRIBE:	
<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"/> ELECTRICITY WHERE AVAILABLE, KEY & DEPOSIT MAY BE REQUIRED
<input type="checkbox"/>	AMPLIFIED SOUND/ MUSIC TYPE:	<input type="checkbox"/> PORTABLE RESTROOM REQUIRED - 1 PER EVERY 125 PEOPLE
<input type="checkbox"/>	CANOPIES (NO STAKES ALLOWED) # & SIZE:	<input type="checkbox"/> TABLES # & SIZE:
<input type="checkbox"/>	CHAIRS # & LOCATION:	<input type="checkbox"/> VEHICLE ACCESS (LOAD/UNLOAD ONLY) \$67.50 PER VEHICLE # OF VEHICLES DRIVING INTO PARK:
<input type="checkbox"/>	FOOD WILL THE EVENT BE <input type="checkbox"/> CATERED OR <input type="checkbox"/> POTLUCK?	<input type="checkbox"/> OTHER (PLEASE PROVIDE DETAILS):

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"/> \$67.50 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: 111 SW COLUMBIA ST, SUITE 660, PORTLAND, OR, 97201

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