

# GWYNNE VAUGHAN PARK SOCIETY

## Wedding Booking Form

Event Date: \_\_\_\_\_ Time: Start \_\_\_\_\_  
End \_\_\_\_\_

# of Guests: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business \_\_\_\_\_

Phone: Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### Payments:

Basic Fee \$150.00 Date: \_\_\_\_\_ Receipt # \_\_\_\_\_

Damage deposit \$100.00

Payment is due at time of booking.

Insurance Policy # \_\_\_\_\_

I, the undersigned, hereby understand the information contained within this document to be correct and complete. I have read, understand, and agree to comply with the conditions set out in the accompanying document, "Weddings in the Park". I will be responsible for notifying the Gwynne Vaughan Park Society of any change in plans.

Signature: \_\_\_\_\_ Date Booked \_\_\_\_\_

Booked by \_\_\_\_\_

Gwynne Vaughan Park Society #: \_\_\_\_\_

What parts of the park will you be using?  
\_\_\_\_\_

# GWYNNE VAUGHAN PARK SOCIETY Weddings in the Park Policies/procedures

1. Space at the Gwynne Vaughan Park, at the sole discretion of the Society, may be booked for weddings.
2. The fee is \$150.00 for a minimum of 3 hours, with an additional charge of \$25.00 per hour after the first three hours.
3. A refundable cleaning/damage deposit of \$100.00 must be paid at the time of booking.
4. Bookings should be completed and paid for 60 days in advance. Bookings made less than 30 days before the event must be paid in cash.
5. (a) In the event of a cancellation, the Gwynne Vaughan Park Society will make a full refund if notice of cancellation is received 14 or more days before the date of the event.  
  
(b) Failure to notify the Society of a cancellation will result in forfeiture of the fee.
6. The wedding party is responsible for providing:
  - all furniture and equipment, including glasses, dishes, tables and chairs, tents, etc.
  - electrical equipment, including lights, speakers, extension cords, etc.
  - portable toilets, if necessary. One washroom is available on site
  - all food and alcohol to be served
7. (a) If alcohol is to be served, the wedding party must comply with all laws, including but not necessarily restricted to, obtaining a "Special Occasion" liquor license, and ensuring that the servers have "Serve it Right" certificates.  
  
(b) If food is to be served, the wedding party must ensure that the caterer/chef has the appropriate license/certificate and complies with all health regulations.
8. (a) The wedding party is responsible for obtaining public liability insurance of \$2,000,000 (\$2 million) minimum and must name the Society as a co-insured.  
  
(b) The wedding party must provide proof of insurance to the Society prior to the wedding.
9. Noise (music, loud speaker, etc.) must be at a level considerate of the Park neighbours. Music must conform to the City of Chilliwack noise by-laws, and must cease by 10:00 p.m.
10. The wedding party is to respect the Gwynne Vaughan Park gardens;
  - Do not pick the flowers or allow children to climb trees
  - No confetti, bird seed or rice:

11. Please respect the privacy of the Gwynne Vaughan Park tenants.
12. Remember this is a public park and you have not booked exclusive use of the park.
13. All decorations, furniture, equipment, garbage, etc. must be removed from the Park by noon of the following day, unless otherwise specified.
  - (a) If the wedding party fails to clean up the Park to the standard set by the Society, the Society will retain the \$100.00 deposit to complete the clean-up.
  - (b) If the cost of clean-up/damages exceeds the deposit, the wedding party, within two weeks of notification from the Society, agrees to reimburse the Society for the additional costs, plus a 10% administration fee to remedy the damages/clean-up.
14. The Gwynne Vaughan Park Society is not responsible for any items left in the Park overnight.
15. Parking is available for 22 cars in the parking lot.

Please let us know which part of the park you will be using. This will allow us to focus on that part of the park for extra grooming. The Park is a City of Chilliwack Park but is managed by a non-profit group and much of the work is done by volunteers.

We would love a picture of your event for our scrap book. If you are willing for us to have one, please email it to me at the address below, with an appropriate caption or mail me a copy.

Thank you,

Contact: Beth Gillespie  
10505 Bell Road  
Chilliwack BC, V2P 7L7  
Email: [Bethgillespie@shaw.ca](mailto:Bethgillespie@shaw.ca)  
604-792-4828