

Department Policy

WEDDING: CDA PARK GAZEBO

Originating Division: *Operations*
Effective Date: 11/2008



INTRODUCTION:

Coeur d'Alene Park is a public facility. Spokane taxpayers pay for the maintenance and operation of this area. This means the general visiting public is our number one priority. We schedule and allow weddings in the Gazebo at Coeur d'Alene Park providing the wedding participants follow the standards outlined in this policy statement.

While every attempt will be made by Park Department staff to assure the Gazebo is clean, dry and attractive as possible, please be aware there may be circumstance beyond our control that could cause some inconvenience to your wedding party.

RESTRICTIONS AND RULES

- *There can be no more than 100 people (including guests and wedding party) in attendance.*
- ***Stand up weddings only.** No chairs will be allowed except those used for elderly guests. We will allow you to bring 16 lawn or folding chairs and a small card table for your guest book.*
- *Floral arrangements must be in free-standing containers. **Do not attach anything to the Gazebo.***
- *Please do not throw rice or bird seed inside the park.*
- *No amplified music allowed.*
- *Do not drive or park vehicles on the grounds or turf.*

RESERVATIONS

Requests for use of the Gazebo at Coeur d'Alene Park must be made in person at the Park Operations Office at 2304 E Mallon between 7:30 am and 3:30 pm Monday through Friday. Reservations will be confirmed only after a reservation card has been completed by a member of the wedding party.

Weddings will be scheduled on a first come, first served basis. Only two weddings per day will be allowed at the Gazebo. Two hours is usually an appropriate amount of time for the ceremony, including arrival and departure times. Please do not plan your wedding reception in or around the Gazebo area. There will be no exceptions to this request.

****No Receptions in the Gazebo Area****

FEES:

There is a \$200.00 fee for the use of the Gazebo. Payment is due upon reservation date. A receipt permit will be issued and must accompany a member of the wedding party the day of the wedding. Only **checks, money orders or exact change** can be accepted. Credit card payments are anticipated to be available in 2009.

PARKING:

Parking should be limited to the west side of Coeur d'Alene Park along Spruce Street.

CANCELLATIONS:

Cancellations are non-refundable.

Other Important Information

- The Park is open to the public at the time of your ceremony.
- The Park Department is not responsible for lost, stolen or damaged property.
- The wedding party is responsible to protect plant material and leave area litter free.
- Alcoholic beverages are strictly prohibited.

OTHER CHARGES:

A minimum charge of \$250.00 will be levied for violations of this policy, or damage to turf, grounds, or structures. Park personnel will check after each wedding to ensure compliance by the party.