

Department Policy

WEDDING: MANITO PARK & GARDENS

Originating Division: *Operations*
Effective Date:



INTRODUCTION:

It is important for couples considering a marriage in the gardens to understand that the park and gardens are PUBLIC. Please be aware there may be circumstances beyond our control that could cause some inconvenience to your wedding party. The gardens cannot be closed for a wedding, or any private function. The general visiting public is our priority. As visitors and taxpayers, they provide the funding to operate the gardens. The gardens are available for standing ceremonies only. Picnic-style receptions in the gardens are prohibited.

RESERVATIONS:

To reserve a specific day, time, and garden, a member of the party must come to our office, read this policy, fill out the necessary paper work, and make their payment. Reservations will be accepted the first full week of the New Year (Closed New Year's Day). Once the wedding card is filled out, reservation modifications (*if available*) may be done by phone. The office is open for taking reservations Monday through Friday, 7:30 a.m. to 3:30 p.m. Reservations are made on a first-come, first-serve basis. There is no available electrical power in any of the gardens. Usually two hours per wedding is sufficient. Only one wedding party is allowed in a garden at any one time. The Japanese Garden may not be reserved exclusively for wedding photos. Going into other gardens for additional wedding photographs (*does not apply to the Japanese Garden*) constitutes the same as an actual ceremony fee and must be reserved. Only two (2) reservations per day in each of the gardens will be made.

COST:

We charge a fee of \$300.00 for all weddings, which includes time for photos. Cost for wedding pictures in other gardens is an additional \$300.00. Please make payment with exact change, check, or money order. Credit card payment will become available in 2009. Payment is due the same day reservations are made. Checks should be made payable to: City of Spokane. A receipt will be issued and should be present the day of the wedding. **PRICES ARE SUBJECT TO CHANGE YEARLY.**

SET-UP:

Ceremonies should be kept as simple and low profile as possible. The Parks and Recreation Department does not furnish electricity, chairs, or any other accessories. Chairs are limited to a number sufficient to accommodate the very elderly or those unable to stand, to a maximum of 16 chairs for any ceremony. The wedding party may bring in flower baskets and a foot runner for the bride. Gazebos, tents, shelters, and arbors are strictly prohibited.

GARDENS

DUNCAN (FORMAL) GARDEN: Maximum of 100 people. Not planted with bedding plants (*annuals*) until danger of frost has past, usually a week before Memorial Day. Best season mid-July through Labor Day. The actual ceremony location must take place at the gazebo at the south end of the garden. Wedding photographs can be taken anywhere within the garden. NO wedding-related vehicle parking is allowed at the front of the Gaiser Conservatory. The best parking for Duncan weddings is along Park Drive, just west of the garden, and Tekoa Place, due east of the garden. Due to mechanical breakdown and/or vandalism, we cannot guarantee the Davenport Fountain to be operating consistently.

FERRIS (PERENNIAL) GARDEN: Maximum of 100 people. Continuous, but sporadic bloom mid-May through September.

JAPANESE GARDEN: Maximum of 30 people. Best season mid-May through September. This is a very popular but small garden. Please remember the garden will have visitors at all hours, any day. Absolutely No Commercial Photography in the Japanese Garden unless you are having your actual wedding ceremony in the Japanese Garden.

ROSE GARDEN: Maximum of 125 people. Best season end of June through September.

LILAC GARDEN: Maximum of 125 people. Lilacs normally bloom in mid to end of May.

REFUNDS: Non-refundable.

PARKING: A map will be provided, indicating the available parking for guests. Your consideration to regular visitors and their parking needs makes it essential that you adhere to instructions.

RESTRICTIONS:

- No rice or bird seed is to be thrown inside or outside of garden.
- No receptions are allowed in the gardens. Reservations for the picnic shelter, at the Grand Boulevard entrance, can be reserved through the same office (*Park Operations office*) for an additional fee.
- Vehicles on the turf and grounds are strictly prohibited.
- Alcohol beverages are also prohibited.

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

We hope the following information will answer your questions. For more information here is our office address and phone number:

*Manito Park Office
810 North Stone Street
Spokane, WA 99202
(509)363-5422
e-mail: Kathi Young (kyoung@spokanecity.org)*