



Parks, Recreation and Facilities Department
 1 Centennial Square
 Victoria, BC V8W 1P6

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Wedding Permit Application

This application form must be completed for any wedding or ceremony that is held in any City of Victoria park. Applicants are required to carefully follow the Application Guidelines and sign the statement on the bottom of this application form.

DETAILS

Day and Date: _____

Time: Start _____ Finish _____ Set-up _____ End clean-up _____

Park: _____

Location of Ceremony in Park: #1 _____ #2 _____

No. of Participants Expected: _____

Layout Planned: (Describe applicable items below and show on your site plan).

Temporary Structures (e.g. tents, chairs): _____

Additional Information: _____

APPLICANT CONTACT INFORMATION:

Contact Name: _____

Address: _____ Postal Code: _____

Phone: _____
HOME BUSINESS CELL FAX

E-mail: _____

On-site Liaison: _____ Cell: _____

An on-site liaison person must be identified and must be present at all times during set-up, tear down and during the event. This person must have the authority to make decisions on behalf of the ceremony.

Please return completed application form to:

Mail: City of Victoria
 Parks, Recreation and Facilities Department
 1 Centennial Square, Victoria BC V8W 1P6

Drop-off: Crystal Pool and Fitness Centre
 2275 Quadra Street, Victoria BC

Have you attached the following?

Site Plan

Please note that the City of Victoria is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

The applicant agrees to the conditions they have specified in this application and to any agreed to supporting permits and changes required in preparing a final special event permit consistent with the conditions. If the applicant does not agree with the terms specified in the permit, they will notify the Special Event Clerk within 48 hours after receiving the permit.

On behalf of the applicant, I/we acknowledge that I/we have read and understood the conditions in the Application Guidelines and agree to comply with them.

Signature: _____ Date: _____