



Parks, Recreation and Facilities Department
1 Centennial Square
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Weddings in Victoria Parks Guidelines

Beacon Hill Park along with other parks in the City of Victoria provides a pleasant background for weddings and other formal ceremonies. In order to ensure that a specific site will be available for such a purpose on a specific day, the City of Victoria requires that a Wedding Permit be obtained and the conditions of the permit be followed.

Please read the guidelines, fill out the application, and sign the statement on the bottom of the application form. Upon approval, a permit to hold your wedding will be issued. Wedding approvals require a 60 day advance application.

The following restrictions apply:

- Weddings can take place only between the hours of 10 a.m. to sunset.
- The length of the ceremony can be up to 4 hours in length including set-up and take-down. Longer length requires extra fees.
- All chairs are to be carried to and from the site. No vehicles are permitted on the grass. All chairs must have rounded bottoms, not legs that can break the surface of the grass.
- Tents may not exceed 20' x 20' in size. No pegging into the ground or tying onto trees or other park fixtures. The use of sandbags or weights is required to hold down tents.
- No roping off of any area or restriction of public access to an area within the Park.
- No alcoholic beverages are permitted in any City of Victoria park.
- The City of Victoria cannot guarantee that parking will be available for your ceremony. There is limited parking available and it cannot be reserved.
- Do not litter or endanger the welfare of animals and birds by throwing confetti, rice or birdseed. Bubbles are permitted, as well as fresh flower petals, but must be cleaned up at the end of the event.
- Permit holders are responsible for gathering and removing their own trash, and for leaving the area clean at the end of the event.
- Amplified sound is not allowed in a City of Victoria park.
- Rehearsals may be conducted at the reserved site at the permit holder's convenience. However, to make sure that another ceremony is not taking place at the time of the rehearsal, the permit holder should check with the Permit Clerk before any rehearsal is scheduled or conducted.
- The City of Victoria cannot provide wedding planning services, make special arrangements within the park for a wedding ceremony (i.e. moving existing picnic benches or tables) or conduct any alterations or extra maintenance to existing landscaping.

Organizer Liability: Liability insurance is required to hold any event in any City of Victoria park. During the permitted event, the Permit Holder must obtain Commercial General Liability Insurance including for personal injury, bodily injury and death resulting therefrom, and property damage, in the amount of not less than \$2,000,000 per occurrence in respect of its operations under the agreement and will include the City of Victoria as an additional named insured under that policy of insurance.

If you are unable to obtain insurance, the City of Victoria has insurance available for purchase:

- \$10 for up to 25 people
- \$25 for 26–100 people

Costs: Fees for holding a wedding in a City of Victoria park are \$129.91, including GST. This is for a maximum of four hours.

Areas Available for Ceremonies: Applications for wedding permits will be accepted for most City of Victoria parks.

Wedding Permit Required: A wedding permit is required to reserve a site at which to hold a wedding or other formal ceremony. This permit allows the holder to schedule a ceremony without conflict with other permitted activities or events. A wedding permit does not, however, allow the holder to close public access to, or rope off any area of the park during the ceremony.

Cancellation: The City or any other approving agency retains the right to cancel the event up to and including the day of the event or at any time during the event if there is an emergency or if permit conditions are not adhered to (e.g. loud music).

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Procedures for Applying for a Wedding Permit and Reserving a Site

- A. **Wedding Permit Application Form** – Application forms may be obtained online at:
<http://www.victoria.ca/EN/main/departments/parks-rec-culture/culture/permits.html>
Or application forms can be picked up at the Crystal Pool and Fitness Centre at 2275 Quadra Street.
Forms are also available by phone request at 250.361.0361.
- B. **Advanced Reservation** – Applications for ceremony permits must be submitted no less than 60 days in advance of the requested date. Applications are accepted at the beginning of January for that year and are allocated on a first applied, first reserved basis.
- C. **Review of Application and Approval of Permit** – The City of Victoria Permit Clerk will review the permit application and determine availability. A permit will be approved within 14 days of receipt of the application. Reservations will be granted for available park areas and amenities on a first applied, first reserved basis.
- D. **Finalizing Permit** – Once the applicant receives notice of an approved wedding permit, the reservation fee/insurance must be paid within 14 days in order to hold the reservation.
- E. **Issuing of Permit** – A permit can either be emailed or faxed to the applicant, picked up from the Permit Clerk's Office or be mailed out. No permit will be issued without first receiving payment and confirmation of insurance.
- F. **Refunds or Cancellations** – Reservation fees are not refundable, no exception, including inclement weather. One change of date or location is permitted per permit.