

Your Wedding 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. Due to parking limitations wedding size is limited to 75 adult guests. Parking is available for 23 cars in the parking lot.
3. The fee is \$150.00 for three hours of guests in the park, with an additional charge of \$25.00 per hour after the first three hours. Set up (day of wedding) and take down can be outside the three hours and a rehearsal on a different day is at no extra charge.
4. A refundable cleaning/damage fee of \$100.00 must also be received at the time of booking. This cheque can be post dated the week of the wedding and will not be cashed unless there is an issue of some kind.
5. Bookings should be completed and paid for within four weeks of tentative booking or the date will not be held.
6. 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. Email gwynnevaughanpark@gmail.com. Failure to notify the Society of a cancellation will result in forfeiture of the fee.
7. The Pavilion with picnic tables is available for booked events but all other accoutrements of the wedding and or reception are the responsibility of the wedding party. The wedding party is responsible for providing:
 - all furniture and equipment, including glasses, dishes, tables and chairs, tents, etc.
 - electrical equipment, including lights, speaker, extension cords, etc.
 - portable toilets, if necessary. One washroom is available on site.
 - all food and beverages to be served.
8. 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.
9. 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.

10. The wedding party is responsible for obtaining public liability insurance of \$2,000,000 (2 million dollars) minimum and must name the Society as a co-insured. The wedding party must provide proof of insurance to the Society prior to the wedding but this can be done within two to four weeks of the date.

11. Noise (music, loud speaker, etc.) must be at a level considerate of the Park neighbours. Music must cease by 9 p.m. or dusk which-ever is earlier. The park is a daylight use park.

12. 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

13. Please respect the privacy of the Gwynne Vaughan Park tenants. The house is a private residence. Do not park in or block the driveway to the house.

14. All decoration, furniture, equipment, garbage, etc. must be removed from the Park by 11 a.m. of the day following the event unless otherwise arranged.

If the wedding party fails to clean up the Park to the standard set by the Society, the Society shall retain the damage fee.

15. Please ensure, after the event, that the picnic tables are placed back under the Pavilion, out of the rain, if they have been moved.

16. The Gwynne Vaughan Park Society is not responsible for any items left in the Park overnight.

17. Please let us know (on the registration form) which parts of the park you will be using. This will allow us to focus on that part of the park for extra grooming.

18. The Gwynne Vaughan Park is a City of Chilliwack Park but is managed by a registered non-profit group and much of the work is done by volunteers.

19. Remember this is a public park and you have not booked exclusive use of the entire park.

Contact us at gwynnevaughanpark@gmail.com