

Pendleton Parks and Recreation

Wedding and Special Event policy

Purpose: This policy is adopted in order to make the parks, park shelters, and other outdoor park facilities available for weddings and other special events, while still assuring the public's access.

1. Over the course of a special event or wedding, while use by the public in approved areas may be temporarily suspended, access to parks, paths, bridges, restrooms, un-reserved shelters and other amenities may not be restricted.
2. Interested parties may obtain a *Weddings and Special Events* application at the Parks and Recreation office. A map detailing the areas to be used must be submitted along with the application. Upon approval of the application and payment of all fees, the event will be scheduled. **Your date and time may be reserved with a non-refundable \$25 deposit pending completion of all paperwork.** The deposit will be credited to your reservation fee.
3. Use of alcoholic beverages in city parks is prohibited unless approved by the Police Chief. If you will be providing alcohol, a completed and executed *City of Pendleton HOLD HARMLESS* affidavit must be attached to the application. Your completed application and *Hold Harmless* will be forwarded to the Police Chief for review. Glass containers of any kind are prohibited in all city parks.
4. If any form of intoxicating liquor is to be sold during this event, such sale must be approved by the Chief of Police and City Council. Event organizers must also possess an OLCC license which must be on-site and available upon request. All applicable laws regulating alcohol, sales, service and consumption must be observed.
5. If your event will utilize a public address system or amplified music, a written request must be submitted to the City Council for approval. See Park Department staff for council meeting schedules.
6. Parking or driving on grass areas is prohibited. Special arrangements may be made in advance, for the off-loading of supplies and equipment.
7. Event/wedding organizers are responsible for shelter and park clean-up after the event. If the number of participants (over 50) is such that additional trash services are required, please inform Park staff.