

# **Wedding Reservations in Portland Parks**

Reservations, policies, insurance, and more.



#### **WEDDINGS IN A PARK OR GARDEN**

Portland Parks & Recreation (PP&R) has over 200 parks, gardens, and picnic areas that may be reserved for weddings and/or receptions.

A permit must be obtained for any legal union ceremony in a public park when guests are invited. This includes ceremonies consisting of more than the couple, officiant, and two witnesses.

This document includes information regarding Portland's most beloved and popular wedding locations, and the corresponding capacity and fees. Keep in mind that while weddings may be scheduled at a picnic site, receptions may not be scheduled at a wedding garden or other restricted area due to capacity and other limitations.

Please visit <u>portland.gov/parks/wedding</u> for complete information.

#### RESERVATIONS AND MORE

- Park area maps are located on our website at portland.gov/parks/search.
- All wedding site reservations are from 8am to 9pm, except where more specific details are listed in the tables on pages four through seven of this document.

Wedding permit requests must be made at least 45 days in advance of your event to avoid rush fees. If you would like to book a date less than fifteen (15) days in advance, please call our office at 503-823-2525. Application fees increase when you book less than 45 days in advance (see the detailed fee information on page seven of this document).

- Payment may be made by Visa, MasterCard, American Express, or Discover, as well as by cash or check (payable to the City of Portland).
- After February 19, 2024, reservations for the 2024 season will **not be** accepted online. Instead you must call the Customer Service Center at 503-823-2525.



# HOW TO MAKE YOUR RESERVATION FOR THE 2024 SEASON

Reservation requests for weddings in a Portland park or garden will be accepted beginning at 8am on Monday, January 8, 2024.

Make your reservation request one of four ways:



**Online** - accepted January 8 through February 19, 2024 at portland.gov/parks/wedding.



By phone - call the Customer Service Center at 503-823-2525, and select option 1.

**By Fax** - 503-823-2515.

Phone-in hours: Monday-Friday, 8am-5pm



**By mail** - Payments may be mailed. Paper applications can be found at <u>portland.gov/parks/wedding</u>. Make sure checks are payable to the City of Portland.



**Come see us in person** - Please check our website <u>portland.gov/parks/customer-service-center</u> for the most up to date information.

The Customer Service Center is located in the Portland Building at 1120 SW 5th Avenue, 1st floor, Portland, Oregon 97204.

Walk-in hours: Monday-Friday, 8am-5pm



Insurance may be required for your permit and may be purchased from a variety of sources:

- The City has arranged to make liability and property coverage available for those using city facilities or venues through <u>Tenants User Liability Insurance</u>
   <u>Program (TULIP)</u>. This insurance is designed specifically for users of city facilities and venues so it meets our agreement requirements, and is often more cost effective than options listed below. Coverage is provided for the majority of events, however large scale events, or events with dangerous or risky activities, may be excluded.
- Many homeowner policies offer coverage for an event, or a special rider can be purchased.
- Many insurance agencies can put together what is called a special events policy.



# **ISSUED PERMITS AND MORE**

Upon approval and payment of all applicable fees, you will receive a link to your wedding permit via email. Permits with outstanding balances will not be issued. Please have a copy of your permit available at your event. A permit confirms your reservation and must be on site during the event to be valid.

You can request the following items to be made available for pick up or sent to you through the mail:

- Issued Wedding Permit and Site Map
   An official permit must be on site during your event to be valid. Please have a printed or digital copy available for viewing.
- Reservation Signage

We provide signs by request only. It is your responsibility to display signs on the day of your wedding to notify park users that the area is reserved. We do not allow signs to be attached to trees or placed on stakes in the ground (sandwich boards are recommended). A member of your group may wish to monitor the site prior to the beginning of your event.

Key

If a key is necessary for access or amenities, you may pickup a key from the Customer Service Center one to two business days before your event. Keys must be returned to the Customer Service Center by the Wednesday following your event.

Vehicle Access Passes

If requested and approved, a vehicle access pass will be mailed to you, or you may pick up the pass from our office. See page nine of this brochure for more information on vehicles.

#### **ADA ACCESSIBILTY**

Look for the ADA symbol 3 in the tables on pages four to seven of this document. For more detailed information on accessible amenities, parking, and access points, call the Customer Service Center at 503-823-2525.





#### CANCELATIONS AND RESCHEDULING

You may cancel your wedding permit prior to your scheduled event date, or reschedule your event once, without paying an additional non-refundable application processing fee. To cancel or reschedule, contact the Customer Service Center during regular business hours.

Permits with balances owing that have not been canceled before the event date may be subject to collections.

If you are found using a canceled permit, you will be billed for the rental and also fined the amount equal to the rental fee. Accounts with unpaid balances will be forwarded to collections.

# **REFUND GUIDELINES**

- Contact the Customer Service Center at least four business days prior to your event to receive a full refund of all usage fees.
- Contacting the Customer Service Center three business days or less prior to your event will result in a 50% refund of all usage fees.
   Refunds will not be given after your scheduled event date.
- The application processing fee is non-refundable.
   Deposits are fully refundable.

### ADDITIONAL LOCATIONS

To book one of the locations listed below, please visit the website provided and call them directly. These sites are not booked through the PP&R Customer Service Center.

Crystal Springs Rhododendron Garden 5801 SE 28th Avenue | 971-940-3154 weddingsatcrystalsprings.com

eventscsrg@gmail.com

**Leach Botanical Garden** 

6704 SE 122nd Avenue | 503-208-6030 leachgarden.org

Oaks Pioneer Church / SMILE Station 455 SE Spokane Street | 503-233-1497

oakspioneerchurch.org

**Overlook House** 

3839 N Melrose Drive | 503-208-7312 historicoverlookhouse.org

**Portland Parks Golf Courses** 

Contact individual golf courses to schedule. portland.gov/parks/sports/golf

- Colwood Golf Center
   7313 NE Columbia Blvd | 503-254-5515
- Eastmoreland Golf Course
   2425 SE Bybee Blvd | 503-775-2900 or 503-358-3352
- Heron Lakes Golf Course
   3500 N Victory Blvd | 503-289-1818
- RedTail Golf Course
   8200 SW Scholls Ferry Road | 503-646-5166
- Rose City Golf Course
   2200 NE 71st Avenue | 503-253-4744





#### **Details**

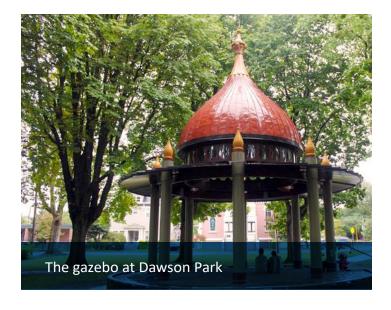
- **3** − ADA accessible
- **♦** Quiet park
- Key required for amenities
- ⚠ Parking fee required
- ► No vehicle access allowed
- ₩ Electricity included at this location

#### Simple Ceremony (SC)

- Limited or no set-up
- Two hours of park usage No food or beverage
- Sound limited to non-amplified ceremonial music

- Available for both ceremonies and receptions
- Food and beverages allowed (alcohol allowed with proper permit only)
- Noise variance permit required for a band, DJ, and/or amplified sound

FACILITY	VENUE	CAPACITY AND FACILITY USAGE FEE		DESCRIPTION		CR
CATHEDRAL PARK Stairs and Deck	Capacity	100 people	Stairs, located beneath the east end of the St. Johns			
Pittsburg Avenue	N Edison Street and Pittsburg Avenue  2024	Fee	\$621.50	Bridge, descend to a large deck overlooking the bridge pillars and river. A Z75 key and key deposit are required to access electricity, 150feet away. Portable restrooms are recommended. Not ADA accessible.	-	•
	Amphitheater \$250 deposit	Capacity	500 people	The amphitheater is located along N Pittsburg Avenue, just below the St. Johns Bridge, and offers a stage with a natural amphitheater. A Z75 key and key deposit are required to access electricity. Not ADA accessible.		
	\$250 deposit	Fee	\$673.50		-	•
COUNCIL CREST PARK	Summit 2-hour limit	Capacity	100 people	The large stonewalled structure features panoramic views of Portland and mountains. No electricity, water, or restrooms. Gates close at 9pm in summer and 7pm in fall, winter, and spring.		
SW Council Crest Drive		Fee	\$330		•	-
DAWSON PARK N Stanton Street and	Gazebo d 2-hour limit	Capacity	50 people, 12 chairs	This landmark gazebo offers a panoramic view of the park. The cone roof, round pillars, and a unique orange tint makes it one of a kind. The wide stairs and ramps ensure that this area is ADA accessible. A Z75 key and key deposit are required to access electricity.	•	
Williams Avenue		Fee	\$204			-
ED BENEDICT PARK SE 100th Avenue and Powell Blvd	Portland Memory Garden 2-hour limit	Capacity	100 people, 12 chairs	Located in the southeast corner of Ed Benedict Park, this gorgeous garden is a serene and intimate location featuring beautiful flowers, shrubs, and decorative stone walkways.		
3 W	Fee	\$233	No vehicle access.	•	-	







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FACILITY	VENUE	CAPACITY AND FACILITY USAGE FEE		DESCRIPTION	sc	CR
HOYT ARBORETUM 4000 SW Fairview Blvd	Stevens Pavilion Picnic Shelter	Capacity	100 people \$595.75	This wooden A-frame structure is surrounded by Douglas firs and is located across the street from the visitor center and restrooms. The 10 tables cannot be moved (six tables under shelter, four tables outside, uncovered.) Electricity is available and on timer. Key is not needed.	-	•
A \$250 security deposit is required.  *Book the Redwood Deck and Wedding Meadow times available: 8am-2pm or 3-9pm  Redwood Deck times available: 8am-2pm or 3-9pm  Redwood Deck times available: 8am-2pm or 3-9pm	Capacity	100 people	Just off the Spruce Trail about 1/3 mile from the visitor center, the Wedding Meadow offers the feel of wilderness			
	times available: 8am-2pm or	Fee	\$285*	within an urban area. No electricity, water, or restrooms. Access to Bray Lane requires a Z75 key and key deposit. Not ADA accessible.	-	•
	times available: 8am-2pm or	Capacity	40 people standing or 25 seated	Nestled among the redwoods and sequoias, this wood deck offers a serene getaway for intimate gatherings. No electricity, water, or restrooms. Access to Bray Lane requires	-	•
	3-9pm	Fee	\$300*	a Z75 key and key deposit. Not ADA accessible.		
org/visit/rentals	Bill deWeese Classroom	Capacity	40 people	Unavailable in 2024. Located in the visitor center, this functioning library provides a pleasant setting for small		
	Unavailable in 2024	Fee	\$69.50 per hour	events. It can also be used as a staging area for wedding preparations. A Bill deWeese key and key deposit are required for access to the facility.	-	•
	Stone Circle	Capacity	40 people, 6 chairs	Stone Circle is accessible via a short walk on the paved Bristlecone Pine Trail. With a backdrop of towering conifers, this location offers a quiet forested setting for small ceremonies amid Hoyt Arboretum's global tree collection. No electricity, water, or restrooms.		
		Fee	\$204		•	-
LAURELHURST PARK SE Cesar E. Chavez Blvd and Stark Street	Staircase 2-hour limit	Capacity	100 people, 50 chairs	These beautiful stairs are located just off SE Ankeny Street. The ornamental brick stairs, lined with trees and shrubs, provide a scenic backdrop for all special occasions. Grassy area only for guests. Not ADA accessible.	•	
		Fee	\$204		-	
	Picnic Sites A-F	Capacity	For pricing,	Picnic sites A through F are reservable for weddings and		
		Fee	see picnic brochure or call 503-823-2525	ceremonies. Located throughout the park, these picnic site vary in size and make excellent wedding locations.  Not ADA accessible.	-	•







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- ► No vehicle access allowed
- ₩ Electricity included at this location

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FACILITY	VENUE		AND FACILITY	DESCRIPTION	sc	CR
MT. TABOR PARK SE 60th Avenue and Salmon Street Limited sound is allowed for no more than 3 hours between 12-5pm. Closed to vehicles on	Summit	Capacity	100 people \$396.50	This oval grassy area is located at the top of an extinct volcano. Lined with Douglas firs and surrounded by a paved roadway, the Summit offers views of Mt. Hood and downtown. No electricity or water. Vehicle access for loading and unloading, requires a pass, a pass fee, park supervisor approval, a Z75 key, and key deposit. Not ADA accessible.	-	•
	Amphitheater \$250 deposit	Capacity	500 people, benches for 80	This area, located on the northern side of the park, has large amounts of space, both grass and concrete, and a raised platform/stage with a woodland backdrop. Z75 key and key deposit required for electricity.	_	•
Wednesdays.		Fee	\$634			
	Picnic Site A	Capacity	120 people	Picnic site A is covered and has 12 tables. The site is a short walk to the amphitheater, parking, and restrooms. A Z75 key		
	3 <b>4</b> #	Fee	\$204	and key deposit are required to access electricity.	-	
	Picnic Site B	Capacity	130 people	Picnic site B has 13 tables that are set up end-to-end and has an unobstructed view of Mt. Hood (weather permitting). No vehicle access permitted. Not ADA accessible.		
	*	Fee	\$204		-	•
700 N Rosa Parks Way  2- 6- 6- 4 Pri	Rose Garden times available:	Capacity	Canacity	This is Portland's oldest formal rose garden and one of its most beautiful treasures, with 8,900 different rose plants		
	10am-12pm, 2-4pm, or 6-8pm only	Fee	\$717	spanning two acres. ADA accessible with ramps on both ends of the garden.	•	-
	Gazebo times available: 10am-12pm, 2-4pm, or 6-8pm only	Capacity	100 people, 12 chairs	The gazebo is located just north of the Rose Garden. A Z75 key and key deposit are required to access electricity. ADA		
		Fee	\$204	accessible up to the gazebo stairs.	•	-
	Picnic Site A	Capacity	100 people	sheltered site with optional use of sink with water/electricity.		
	34	Fee	\$204		-	•
	Picnic Site B	Capacity 100 people Nestled under large trees on the northwest side of the parl Picnic Site B offers plenty of space for your event. This site				
		Fee	\$204	has a large firm surface and is close to the playground. No electricity available.	_	•
ROCKY BUTTE NATURAL AREA NE Rocky Butte Road	Summit 2-hour limit d	Capacity	100 people, no chairs	This historical site offers stunning views of the Portland area. No electricity, water, or restrooms. Not ADA accessible. No vehicle access.		
₩ ≒		Fee	\$204			



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- Limited or no set-up
- Two (2) hours of park usage
- No food or beverage
- Sound limited to non-amplified ceremonial music

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- Food and beverages allowed (alcohol allowed with proper permit only)
- Noise variance required for a band, DJ, and/or amplified sound

FACILITY	VENUE		AND FACILITY	DESCRIPTION	sc	CR
SPRING GARDEN PARK 3332 SW Spring Garden Street	Amphitheater 2-hour limit	Capacity	50 people \$250	Spring Garden Park has a half-circle amphitheater surrounded by grass and a small stone ledge. Just a short walk on wood chips, this open and spacious venue is a beautiful backdrop for your unique celebration. Not ADA accessible.	•	-
TANNER SPRINGS PARK NW 10th Avenue and	Center of Park 2-hour limit	Capacity	25 people, 25 chairs \$204	This park is in the heart of the Pearl District and has an urban feel, featuring a gentle running stream, boardwalk over the water, and plants native to Oregon. No electricity, water, or restrooms.	•	-
Marshall Street	Boardwalk 2-hour limit	Capacity	75 people, no chairs \$204	The Ipe wood boardwalk at Tanner Springs Park is the perfect urban wedding setting. No electricity, water, or restrooms.	•	-
WASHINGTON PARK 400 SW Kingston Blvd  Sound is allowed in the amphitheater only.  Transportation plan required due to limited parking within the park.	Gold Medal Garden times available: 10am-12pm, 2-4pm, or 6-8pm only	Capacity	25 people, 6 chairs \$496.25	Located down from the Rose Garden store on the middle tier of the Washington Park Rose Garden, this lush space offers many signature roses, a small water feature, and gazebo. No electricity.	•	-
	Shakespeare Garden times available: 10am-12pm, 2-4pm, or 6-8pm only	Capacity	75 people, 12 chairs \$751	Located down from the Rose Garden store on the lowest tier of the garden, this area has beautiful landscaping that includes varieties of shrubs and flowers, plus an ornamental brick pathway and platform. No electricity.	•	-
	Secret Garden 2-hour limit	Capacity	50 people, 50 chairs	The secret garden is a grassy area tucked into the park just north of the Rose Garden. This peaceful space has limited access and is not ADA accessible. If you plan to set up	•	_
		Fee	\$204	chairs, please plan to walk all items into the park. No water, electricity, or restrooms.		
	Amphitheater \$500 deposit. Amplified sound is allowed.	Capacity	2,000 people, built-in raised seating \$1,968.50	This facility is adjacent to the Rose Garden. There is a central platform with a natural green hedge backdrop and terraced seating. Not ADA accessible.	-	•
	Picnic Sites A-D	Capacity	For pricing, see picnic brochure or	Picnic sites A through D are reservable for weddings and ceremonies. Located throughout the park, these sites vary in size and make excellent wedding locations. Sites A & D are ADA accessible.	_	•
		Fee	call 503-823-2525			
WOODLAWN PARK NE 13th Avenue and Dekum Street	Amphitheater	Capacity Fee	50 people \$204	The Woodlawn Park amphitheater is a quiet place to have a lovely rustic wedding. Access is limited, street parking only. Not ADA accessible.	•	-



# **CALCULATING FEES**

Facility Usage Fee	See details and fees on pages 4 to 7.
Application Processing Fee (non-refundable) Based on number of days the fee is processed in advance of your event.	\$121.25 (more than 45 days in advance of your event) \$182.00 (less than 45 days in advance of your event) \$242.50 (15 days or less in advance of your event)
Special Use Fee (up to 499 people) Fee increases based on number of attendees.	\$204
Vehicle Access Fee (key may be required. Refer to pages 4 to 7.)	\$67.25 per vehicle
<b>Key Deposit</b> (refundable if key is returned by the Wednesday following your event.)	\$100
Hoyt Arboretum Security Deposit (refundable)	\$250
Amphitheater Deposit (refundable)	\$250 through \$500  Total amount specified per location on pages 4 to 7.
Noise Variance Fee (non-refundable)	Park permits do not grant users the right for amplified sound. It is the responsibility of the user to obtain a noise permit through the Bureau of Development Services Noise Office at 503-823-7350.

### **HOW TO CALCULATE FEES AND PAYMENT**

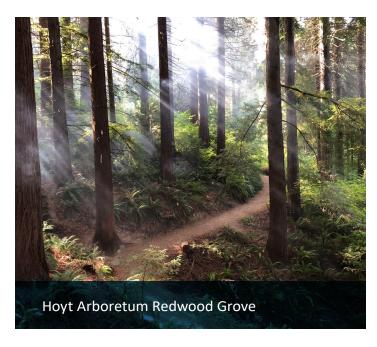
Each permitted site requires payment of an application processing fee and a location usage fee.

For example, a reservation for the gazebo at Dawson Park would require a facility usage fee of \$204 (shown in table on page four) and an application processing fee of \$121.25 (if processed more than 45 days prior to your event - shown in fee table above) for a total payment of \$325.25.

All fees must be paid in full at the time of booking unless a payment plan is requested and established. To establish a payment plan, you must contact the Customer Service Center during business hours. **Full payment is due within 60 days of making your reservation** (full payment is required at time of reservation if the event is within 60 days).

We accept Visa, MasterCard, American Express, Discover, cash, and check/money order payable to the City of Portland.







# POLICIES, RULES, AND USAGE INFORMATION

#### ALCOHOL

It is unlawful to possess or consume alcohol in any Portland park without a permit.

- BYOB (bring your own beverage) canned or bottled beer and wine are allowed with a wedding permit.
   If 50 people or more are in attendance, you will be required to provide proof of insurance.
- HOSTED Serving or providing alcoholic beverages (limited to beer and wine) requires a permit and proof of insurance.

## **BIRDSEED AND BUBBLES**

Rice may not be used at any PP&R site. At most locations, birdseed and bubbles are the only items approved for showering the happy couple. However, birdseed is not permitted at Washington Park Rose Garden or Hoyt Arboretum.

# **CANOPIES, TABLES, AND EQUIPMENT**

If you plan to set up equipment in the park, you must reserve the location when booking your event. To prevent tree damage or hitting buried electrical or irrigation lines, please do not attach anything to trees or drive stakes in the ground. PP&R does not provide chairs or rental equipment. Moving existing tables at locations is strictly prohibited.

# CATERERS, FOOD CARTS, AND TRUCKS

If you plan to hire a caterer or a food cart/truck for the event, please be aware of the following policies: No onsite sales to guests or to the public and park supervisor approval required. The catering vehicle must park in designated parking areas only and must pay all applicable fees. We do not reserve or otherwise guarantee parking space. In order to drive a vehicle onto a park pathway, a vehicle access pass is required. Please see vehicle information on this page.

#### **DRONES**

Drones are not allowed in Portland city parks per City Code 20.12.180.

## **ELECTRICITY**

Where indicated in the tables within this document, electricity is limited to a single outlet. If tripped, it cannot be repaired quickly. Battery backup is highly recommended. Fuel-based generators are NOT allowed.

#### **GARBAGE**

The permittee is responsible for collecting and removing all garbage from the park that was generated by the event. Please bring extra garbage bags. Scoop and leash laws apply.

Portland Parks & Recreation | Customer Portland Parks & Recreation | Custo

# SMOKE-FREE PARKS AND GARDENS

All city parks, gardens, and natural areas are smoke and tobacco-free. Products such as bidis, cigarettes, cigarillos, cigars, clove cigarettes, e-cigarettes, portable vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana are not allowed on any city-owned properties.

# **SOUND AND QUIET PARKS**

The following changes to the sound policy went into effect January 1, 2017.

- Quiet parks do not allow any sound-producing equipment (look for this symbol ₦ in the tables on pages four through seven of this document).
- In all other parks, sound is limited to no more than three consecutive hours between 11am-8pm (Mt. Tabor Park; 12-5pm). Small speakers or quiet acoustic instruments, that cannot be heard outside of the immediate reserved area, are allowed.
- A Special Use Permit and Noise Variance are required for bands, some generators, DJs, drums, or other instruments that are amplified. Noise variance applications are submitted to and approved by the Bureau of Development Services.
- For more information, please call 503-823-7350 (Noise Control).

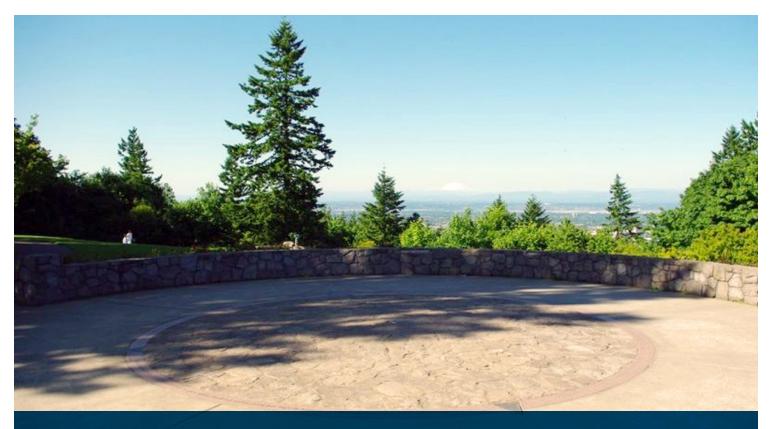
# **VEHICLES**

A vehicle access pass is required for all vehicles driven into a park excluding public roads and parking lots. Passes require park supervisor approval and are issued for loading and unloading only. Passes must be displayed in the front window of the vehicle. Vehicles must stay on hard surfaces and cannot remain in the park during the event. The vehicle access fee is \$67.25 per pass with a maximum of two passes per event. A key (\$100 refundable deposit) may be required for park access.

# NONDISCRIMINATION NOTICE

To help ensure equal access to City programs, services and activities, the City of Portland will provide translation, reasonably modify policies/procedures, and provide auxiliary aids/services/alternative formats to persons with disabilities. For accommodations, translations, complaints, and additional information, contact Jonathan Simeone at <a href="mailto:jonathan.simeone@portlandoregon.gov">jonathan.simeone@portlandoregon.gov</a>, for Relay Service or TTY: 711.





The stonewalled circle at the summit of Council Crest Park in Southwest Portland

