



WEDDING WORKSHEET/APPLICATION

CUSTOMER SERVICE CENTER | 503-823-2525
1120 SW 5th Avenue, First Floor | Portland, Oregon 97204

CONTACT INFORMATION

PRIMARY CONTACT NAME:		SECONDARY CONTACT NAME:	
PRIMARY ADDRESS:	CITY:	ST:	ZIP:
DAY PHONE:	CELL PHONE:	FAX:	
EMAIL:		WEBSITE:	
PREFERRED CONTACT METHOD: <input type="checkbox"/> DAY PH <input type="checkbox"/> CELL PH <input type="checkbox"/> EMAIL		ARE YOU ALSO BOOKING YOUR RECEPTION WITH PP&R? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EVENT INFORMATION

DESIRED NAME OF EVENT:	WHAT IS YOUR EXPECTED ATTENDANCE?
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DATE and TIME	
DATE (1 ST CHOICE):	SIMPLE CEREMONY ONLY: WHEN BOOKING THE GOLD MEDAL GARDEN, SHAKESPEARE GARDEN OR PENINSULA PARK GARDEN, YOU MUST CHOOSE ONE OPTION <input type="checkbox"/> 10A-12P <input type="checkbox"/> 2P-4P <input type="checkbox"/> 6P-8P FACILITIES WITH A 2-HOUR LIMIT <input type="checkbox"/> START TIME: _____ END: _____ CEREMONY/RECEPTION: <input type="checkbox"/> RENTAL BLOCK 8A-9P
DATE (2 ND CHOICE):	
DATE (3 RD CHOICE):	

LOCATION	
PARK (1 ST CHOICE):	LOCATION:
PARK (2 ND CHOICE):	LOCATION:
PARK (3 RD CHOICE):	LOCATION:

SET UP			
<input type="checkbox"/>	DECORATIONS: (PLEASE BE AWARE-WE DO NOT ALLOW ANY DECORATIONS AT SIMPLE CEREMONY LOCATIONS. REQUIRES APPROVAL) DESCRIBE: _____		
<input type="checkbox"/>	ALCOHOL (BEER and WINE ONLY) <input type="checkbox"/> GUESTS BRING THEIR OWN <input type="checkbox"/> HOST OR PROVIDE (MUST PROVIDE INSURANCE IF HOSTED/OR OVER 50 ATTENDEES)	<input type="checkbox"/>	ELECTRICITY WHERE AVAILABLE, KEY and DEPOSIT MAY BE REQUIRED
<input type="checkbox"/>	AMPLIFIED SOUND/ MUSIC TYPE: _____	<input type="checkbox"/>	PORTABLE RESTROOM REQUIRED - 1 PER EVERY 125 PEOPLE
<input type="checkbox"/>	CANOPIES (NO STAKES ALLOWED) # and SIZE: _____	<input type="checkbox"/>	TABLES # and SIZE: _____
<input type="checkbox"/>	CHAIRS # and LOCATION: _____	<input type="checkbox"/>	VEHICLE ACCESS (LOAD/UNLOAD ONLY) \$67.25 PER VEHICLE # OF VEHICLES DRIVING INTO PARK: _____
<input type="checkbox"/>	FOOD WILL THE EVENT BE <input type="checkbox"/> CATERED OR <input type="checkbox"/> POTLUCK?	<input type="checkbox"/>	OTHER (PLEASE PROVIDE DETAILS): _____

FEES - See wedding brochure on portland.gov/parks/weddings for fees

APPLICATION FEE:	<input type="checkbox"/> \$121.25 (MORE THAN 45 DAYS) OR	<input type="checkbox"/> \$182 (44-16 DAYS) OR	<input type="checkbox"/> \$242.50 (15 DAYS OR LESS)
USAGE FEE (\$):	<input type="checkbox"/> \$ _____	<input type="checkbox"/> OTHER \$ _____	
EXTRA FEES:	<input type="checkbox"/> \$67.25 VEHICLE ACCESS PASS	<input type="checkbox"/> \$204 OVERBOOKING	<input type="checkbox"/> \$105 NOISE VARIANCE FEE
REFUNDABLE DEPOSITS:	<input type="checkbox"/> \$100 KEY	<input type="checkbox"/> SECURITY \$ _____	\$250 HOYT/ \$500 AMPITHEATERS

TOTAL DUE: \$ _____

PAYMENT INFORMATION

- A MINIMUM OF THE APPLICATION PROCESSING FEE IS DUE
- DO NOT MAIL, FAX, OR EMAIL CREDIT CARD INFORMATION.
- PLEASE MAKE CHECKS PAYABLE TO "THE CITY OF PORTLAND"
- MAIL TO: 1120 SW 5th Avenue, First Floor, PORTLAND, OR 97204