

Wedding Reservations in Portland Parks

Making 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 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-lottery</u> for complete information.

Prices and policies within are valid for permits booked through June 30, 2022.

ABOUT RESERVATIONS AND MORE

- Park area maps are located on our website at portland.gov/parks/search.
- All wedding site reservations are from 8:00 AM to 9:00 PM, except where more specific details are listed in the tables on pages 4-7 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 7 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 13, 2022, reservations for the 2022 season will **not be** accepted online, rather you must call the Customer Service Center at 503-823-2525.



HOW TO MAKE YOUR RESERVATION FOR THE 2022 SEASON

Reservation requests for weddings in a Portland park or garden will be accepted beginning at 8:00 AM on Monday, January 3, 2022.

Make your reservation request one of four ways:



Online - accepted January 3 through February 13, 2022 at portland.gov/parks/wedding-lottery.



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, 8:00 AM-5:00 PM



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



Come see us in person - Please note the Customer Service Center may be closed to visitors due to COVID-19. 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, 8:00 AM-5:00 PM



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>Tenant Users Liability Policy (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 homeowners' 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 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 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, staff will mail a key to your address on file 1-2 weeks prior to your event. Please contact our office as soon as possible if you would like the key mailed to a different address or if you have not received the key a few days before 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 9 of this brochure for more information on vehicles.

ADA ACCESSIBILTY

Look for the ADA symbol 3 in the tables on pages 4-7 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 (4) business days prior to your event to receive a full refund of all usage fees.
- Contacting the Customer Service Center three (3) 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 and noise variance fees are 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

Director Park

815 SW Park Avenue | 503-823-8087 portland.gov/parks/director-park

Leach Botanical Garden

6704 SE 122nd Avenue | 971-832-9081 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





Simple Ceremony (SC)

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

Ceremony Reception (CR)

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

Details

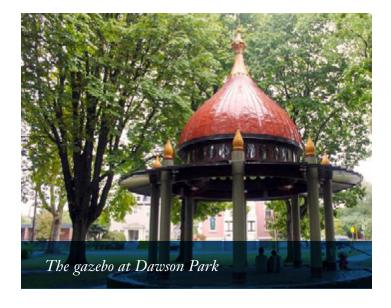
3 − ADA accessible

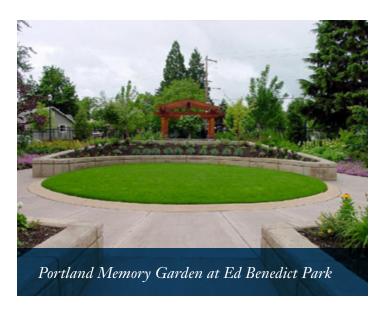
₩ – Quiet park

— Key required for amenities

⚠ – Parking fee required

FACILITY	VENUE		AND FACILITY	DESCRIPTION	sc	CR
CATHEDRAL PARK N Edison Street and Pittsburg Avenue White stairs and Deck Unavailable in 2022	Unavailable in	Capacity	100 people	Stairs, located beneath the east end of the St. Johns Bridge, descend to a large deck overlooking the bridge pillars and river. A Z50 key and key deposit are required to access electricity, 150ft away. Portable restrooms are recommended. Not ADA accessible.		
	2022	Fee	\$ 621.50		-	•
	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 Z50 key and key deposit are required to access electricity. Not ADA accessible.		
\$250 deposit	\$250 deposit	Fee	\$673.50		-	•
COUNCIL CREST PARK SW Council Crest Drive 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 9 PM (in summer) and 7 PM (fall, winter, and spring.)			
	Fee	\$330		•	-	
DAWSON PARK N Stanton Street and Williams Avenue	treet and 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 Z50 key and key deposit are required to access electricity.		
3 4 #		Fee	\$204		•	-
ED BENEDICT PARK SE 100th Avenue and Powell Blvd		Capacity	100 people, 12 chairs	Located in the SE corner of Ed Benedict Park, this gorgeous garden is a serene and intimate location featuring beautiful flowers, shrubs, and decorative stone walkways. No vehicle access.		
3 € €		Fee	\$233		•	_







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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	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 (6 tables under shelter, 4 tables outside, uncovered.) Electricity is available and on timer. Key is not needed.		
		Fee	\$595.75		-	•
A \$250 security	Wedding Meadow times available: 8am-2pm or 3pm- 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 within an urban area. No electricity, water, or restrooms. Access to Bray Lane requires a Z66 key and key deposit. Not ADA accessible.		
deposit is required. *Book the Redwood Deck and Wedding		Fee	\$285*		-	•
Meadow together for \$485.	Redwood Deck times available: 8am-2pm or 3pm- 9pm	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 a Z66 key and key deposit. Not ADA accessible.	_	•
visit <u>hoytarboretum.</u>		Fee	\$300*			
org/visit/rentals	Bill deWeese Classroom	Capacity	40 people	May not be available to reserve in 2022 due to COVID-19. Located in the visitor center, this functioning library provides a pleasant setting for small events. It can also be used as a staging area for wedding preparations. A BD key and key deposit are required to guarantee access to the facility.		
	Classroom 名 《 肯	Fee	\$69.50 per hour		-	•
	Stone Circle	Capacity	40 people, 6 chairs	The 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	•	_
		Fee	\$204	area only for guests. Not ADA accessible.		
	Picnic Sites A-F	Capacity	For pricing,	Picnic sites A through F are reservable for weddings and ceremonies. Located throughout the park, these picnic sites vary in size and make excellent wedding locations. Not ADA accessible.		
		Fee	see picnic brochure or call 503-823- 2525		-	•







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── No vehicle access allowed

FACILITY	VENUE	CAPACITY AND FACILITY USAGE FEE		DESCRIPTION		CR
MT. TABOR PARK SE 60th Avenue and Salmon Street Limited sound is allowed for no more than 3 hours between 12:00–5:00 PM.	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 Z34 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. Z34 key and key deposit required for electricity.	-	•
Closed to vehicles on Wednesdays.		Fee	\$634	· · ·		
	Picnic Site A	Fee	\$204	Picnic site A is covered and has 12 tables. The site is a short walk to the amphitheater, parking, and restrooms. A Z34 key and key deposit are required to access electricity.	-	•
	Picnic Site B	Capacity	130 people \$204	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.	-	•
PENINSULA PARK 700 N Rosa Parks Way	Rose Garden times available: 10am-12pm, 2pm-4pm, or 6-8pm only	Capacity	100 people, 12 chairs	This is Portland's oldest formal rose garden and one of its most beautiful treasures, with 8,900 different rose plants spanning two acres. ADA accessible with ramps on both ends		
		Fee	\$717	of the garden.	•	-
	Gazebo 2-hour limit	Capacity	100 people, 12 chairs	The Gazebo is located just north of the Rose Garden. A Z50 key and key deposit are required to access electricity. ADA	•	_
		Fee	\$204	accesible up to the gazebo stairs.		
	Picnic Site A	Capacity	100 people	This location is located near the Rose Garden. A large sheltered site with optional use of sink with water/electricity. A Z50 key and key deposit are required to access the sink.		
		Fee	\$204		-	•
	Picnic Site B	Capacity	100 people	Nestled under large trees on the northwest side of the park,		
	3i	Fee	\$204	Picnic Site B offers plenty of space for your event. This site has a large firm surface and is close to the playground. No electricity available.	-	•
ROCKY BUTTE NATURAL AREA NE Rocky Butte Road	AL AREA 2-hour limit	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			_
SOUTH WATERFRONT PARK 1814-1816 SW River Parkway	Garden 2-hour limit る肯	Capacity	100 people, 25 chairs on hard surface only	The north end of the park features a formal garden with a sunken terrace, stone-paved grove, tranquil water pools planted with lily pads and water plants, and a series of connecting pathways. No key required. Electricity must be	•	-
		Fee	\$375	requested.		



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FACILITY	VENUE		AND FACILITY AGE FEE	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 Marshall Street	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.	•	-
3 € €	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	Gold Medal Garden times available: 10am-12pm, 2pm-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.	•	-
only. Transportation plan required due to limited parking within the park.	Shakespeare Garden times available: 10am-12pm, 2pm-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 \$204	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 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. A Z66 key and key deposit are required to access electricity. Not ADA accessible.	-	•
	Picnic Sites A-D	Capacity	For pricing, see picnic brochure or call 503-823- 2525	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. Call to ask about ADA accessiblity at these sites.	-	•
WOODLAWN PARK NE 13th Avenue and Dekum Street	Amphitheater	Capacity	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.
Special Use 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
Key Deposit (Refundable if key is returned within two (2) business days after 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)	\$110 (at least 10 days in advance) \$210 (less than 10 days in advance)

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 4) 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. 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 Vehicles 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 generated by the event. Please bring extra garbage bags. Scoop and leash laws apply.

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 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 4-7 of this document).
- In all other parks, sound is limited to no more than 3 consecutive hours between 11:00 AM-8:00 PM (Mt. Tabor Park; 12:00 PM-5:00 PM). 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. PP&R works with the City Noise Control Office to issue noise variances directly to park permit holders.
- For more information, please call 503-823-2525 (PP&R) or 503-823-7350 (Noise Control).

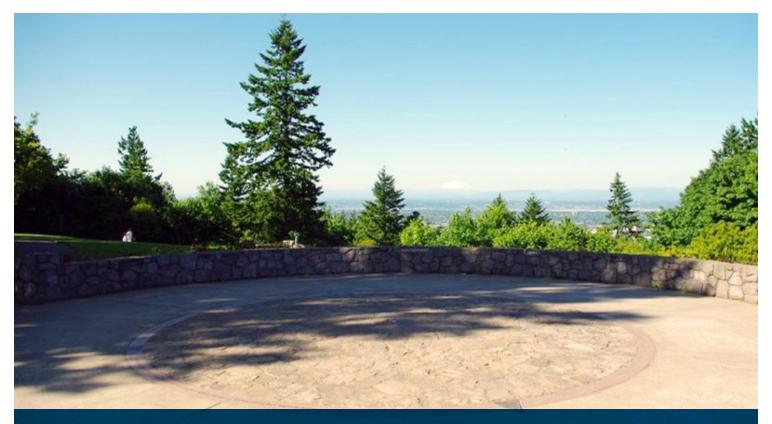
VEHICLES

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 to \$67.25 per pass. 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 Carolyn Lee at <u>carolyn.lee@portlandoregon.gov</u>, use City TTY 503-823-6868, or use Oregon Relay Service: 711.





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

