



# Weddings in the Park

Please see below for some of our most frequently asked questions. Please contact our office at 641.628.4571 if you have additional questions.

## **May I have my wedding in a park?**

Yes, in and immediately adjacent to a shelter. Large open green spaces and paths cannot be used because they need to remain open / accessible to the public.

If you are interested in having a wedding in a meadow area at Big Rock Park or a park that does not have a shelter house, please contact the office at 641.628.4571 for available options.

## **How many shelters do you have available to rent and where are they located?**

- Shelters with restrooms are available for rental at the following parks:
  - Caldwell (Large shelter house only): 328 person capacity
  - Rotary Park: 40 person capacity
  - West Market Park (South shelter only): 120 person capacity

*\*While shelter rentals are available year round, restrooms are winterized and may be closed October through April.*

- Shelters, no restrooms, are available for rent at the following parks:
  - Caldwell (Tennis Court Shelter): 16 person capacity
  - West Market Park –North: 48 person capacity
  - West Market Park-East: 48 person capacity
  - Lions Park: 16 person capacity
  - Fountain Hills Park: 24 person capacity
  - Kiwanis Park: 40 person capacity
  - Brook Circle: 16 person capacity
  - Big Rock Park: 16 person capacity

*\*Capacity numbers are based on available picnic table seating*

- A 329 person auditorium in the Community Center building is also available for weddings.
- Electricity may not be available at all locations.

## **Can I view these shelters on-line?**

Yes. Please visit <http://www.cityofpella.com/Facilities>

## **How much does it cost to rent a shelter?**

\$25 per time slot, which are 10:00am-3:00pm or 4:00pm to 9:00pm. You will need to include in your rental, time to set-up and clean-up.

## **How do I reserve a shelter?**

Please call our office at 641.628.4571. Reservations must be made and fees paid a minimum of 3 business days prior to the rental. Rentals are on a first come/first serve basis.

**Do I need a permit to have my wedding in the park?**

No. Not in City parks however a permit is required for private events held in the Molengracht Plaza or Klokkenspel. Rental fees are \$25 per time slot, which are 10:00am-3:00pm or 4:00pm to 9:00pm. You will need to include in your rental, time to set-up and clean-up. Insurance is also required for events in the Molengracht-Klokkenspel and may be required in other circumstances as well. Please call for more information.

**What hours are the parks open?**

Daily from dawn to dusk.

**Are the shelters / restroom / parking handicap accessible?**

All shelter and adjacent restrooms are ADA compliant. Please note that all vehicle parking is restricted to hard surfaced lots or available on street parking.

**May we erect tents or canopies adjacent a shelter or in the park?**

No

**May we serve alcohol at the wedding?**

No.

**May I have food catered for my wedding?**

Yes.

**May I decorate the shelter?**

Yes you are welcome to decorate! Please keep in mind the following guidelines:

- Please do not put nails or staples in tables, shelters or trees
- To avoid the risk of damaging underground utilities, never install stakes in the ground
- When decorating please keep the environment in mind
- No confetti is allowed.
- Please remove all decorations at the conclusion of your event
- Please leave your area clean, collect the trash and place in the provided containers. Renter is responsible for any trash that does not fit in the supplied containers.
- Remember to reserve the shelter for the entire time you need for set-up and clean up.
- Renter will be charged \$30/hr for clean up or maintenance to return the rented area to the pre-event condition.

**May we move the picnic tables onto the grass and set up our own chairs under the shelter?**

Yes. If tables are moved from the shelter please return them to their original location at the conclusion of your wedding.

**Is music allowed to be played?**

Non-amplified / acoustical music is allowed

**Additional Questions?**

Please contact our office at 641.628.4571