



WEDDING REQUEST FORM

BRIDE: _____
GROOM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIPCODE: _____
DAY PHONE: _____ NIGHT PHONE: _____
E-MAIL: _____

DATE OF WEDDING: _____ EXPECTED ATTENDANCE: _____

SET UP TIME: _____ ENDING TIME: _____
(The maximum amount of time allowed for weddings from set-up to tear down is four (4) hours.)

REQUESTED WEDDING LOCATION *(Please check only 1):*

RIVERFRONT PARK STAGE RIVERFRONT PARK GAZEBO
RIVERWALK #1 RIVER WALK #2 COLLINS PARK GAZEBO

Fees & Charges

- \$100.00 Security Deposit** *(This refundable fee must be paid at the time of application. Deposit will be refunded within 10 business days if the rented area is clean and undamaged following the event. If damages are \$100 or less, the cost will be deducted from the deposit, with the balance refunded to the booking party. If damages exceed the \$100 deposit, the deposit will be held, and the balance will be billed to the booking party.)*
- City Resident Rate: \$150.00. Non-Resident Rate: \$200.00.** *(Fee must be paid at time of application.)*

I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I/We understand that this request should be returned to Conway Parks & Recreation, 1518 Jenkins Drive, Conway, SC 29526. I/We understand that this request is subject to the approval of the Parks & Recreation Director or his designee.

Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY

Security Deposit of **\$100.00** paid: Cash _____ or Check # _____

_____ City Resident or _____ Non-Resident

Amount Paid: \$ _____ Cash _____ or Check # _____ or Credit _____

Approved by: _____ Entered in Calendar: _____ Date Permit Issued: _____

LEASING AND RENTING

Conway Parks & Recreation sanctions the use of Park Facilities for weddings, provided the use does not interfere with regular Parks & Recreation Department Functions and Operations.

APPLICATION

Application to use this venue shall be made on a prescribed form obtainable from the Conway Parks & Recreation Department, located at 1518 Jenkins Road. All applications are subject to approval by the Parks & Recreation Director.

1. A security deposit of **\$100.00** and **the appropriate rental rate** is required to reserve the date and time for your wedding.
2. **The Rental rate for weddings on City park property are:** City Residents: **\$150.00**. Non-Residents: **\$200.00**.
3. Weddings may be held in the following locations:
 - a. Riverwalk Area #1
 - b. Riverwalk Area #2
 - c. Riverfront Park Stage
 - d. Riverfront Park Gazebo
 - e. Collins Park Gazebo
4. Requests will be on a first come first served basis. Reservations for weddings must be made in advance but no more than one hundred eighty (180) days in advance. Secondary or “rain” dates may not be reserved until after the initial date has passed.
5. No refunds will be issued in the event of inclement weather.
6. In case of inclement weather, an indoor location is recommended.
7. Wedding reservation is limited to four (4) hours. This time will include set-up/preparation, the ceremony and clean-up.
8. Alcoholic beverages are prohibited.
9. Park hours of operation are 6am – 11pm. No activities may be held outside of this time frame unless approved in writing.
10. The use of motorized vehicles or equipment (other than motorized wheelchairs) to transport people or props within a city park is prohibited.
11. The person renting the facility must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
12. Parking is allowed only in designated parking spaces.
13. The person renting the facility is responsible for clean-up following the event. Failure to clean-up will result in loss of security deposit.
14. Decorations - All decorations must be free-standing. Use of adhesives, staples, push-pins, etc. on city property is strictly prohibited.
15. **All visible signs of decorations must be removed and properly disposed of immediately after ceremony.**
16. Tossing of confetti, rice, birdseed, silk or plastic flowers, and other materials are prohibited. **Only live flower petals are allowed to be strewn on public park grounds.**
17. Tents are not allowed on the grounds at the Park because of underground irrigation and electrical wiring.
18. Damages in excess of the \$100.00 security deposit will be billed to the renting party. Payment will be due 10 days after billing.
19. All city ordinances must be obeyed, including, but not limited to the prohibition of alcohol possession or consumption in city parks.
20. For questions or comments, contact Conway Parks & Recreation at 843-248-1740