



# 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 one location):*

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

### Fees & Charges

- \$Security Deposit - \$100.00** *(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. Applicant agrees to save, defend, and hold harmless the City of Conway, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from applicant's use of occupancy of any City of Conway, SC property or any activity conducted by applicant on that property. I/We understand that this request is subject to the approval of the Parks, Recreation & Tourism 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 & Tourism sanctions the use of Park Facilities for weddings, provided the use does not interfere with regular Parks, Recreation & Tourism Department Functions and Operations.

### APPLICATION

Application to use this venue shall be made on a prescribed form obtainable from the Conway Parks, Recreation & Tourism Department, located at 1515 Mill Pond Road. All applications are subject to approval by the Parks, Recreation & Tourism Director. No Wedding may be held on City Park property without the proper permitting and approvals. Having a wedding on City property without authorized permission shall result in the event being stopped immediately, civil charges and/or penalties.

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 (*located in the circular area on the Riverwalk close to the Bonfire Restaurant*)
  - b. Riverwalk Area #2 (*located in the circular area on the Riverwalk to the left of the Main Street Bridge*)
  - 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 can be made no more than Nine (9) months in advance. Reservations nine months out will open the first day of the month in question. Secondary or "rain" dates may not be reserved until after the initial date has passed.
5. During the wedding event, the park is NOT closed to the public.
6. Photographers, Videographers, and/or other independent contractors are required to have a City of Conway Business License. For additional information, please call 843-248-1780.
7. No refunds will be issued if there is a threat of inclement weather. Events actually rained out or cancelled due to severe weather may receive a refund.
8. In case of inclement weather, an indoor location is recommended.
9. Wedding reservation is limited to four (4) hours. This time will include set-up/preparation, the ceremony and clean-up.
10. Alcoholic beverages are prohibited.
11. Wedding receptions are **PROHIBITED** in city parks. For weddings held at Riverfront Park, the Fireman's Clubhouse is available for rent. For weddings at the Gazebo at Collins Park, the Collins Park Center is available for rent.
12. Park hours of operation are 6am – 11pm. No activities may be held outside of this time frame unless approved in writing.
13. The use of motorized vehicles or equipment (other than motorized wheelchairs) to transport people or props within a city park is prohibited.
14. The use of Golf Carts and/or horse and buggy requires approval from the Director at least 2 weeks in advance of the wedding date. Special situations may require the applicant to provide liability insurance.
15. 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.
16. Parking is allowed only in designated parking spaces.
17. The person renting the facility is responsible for clean-up following the event. Failure to clean-up will result in loss of security deposit.
18. Decorations - All decorations must be free-standing. Use of adhesives, staples, push-pins, etc. on city property is strictly prohibited.
19. **All visible signs of decorations must be removed and properly disposed of immediately after ceremony.**
20. Tossing of confetti, rice, birdseed, silk or plastic flowers, and other materials are prohibited.
21. **Only live flower petals are allowed to be strewn on public park grounds.**
22. Tents are not allowed on the grounds at the Park because of underground irrigation and Electrical wiring.
23. Damages in excess of the \$100.00 security deposit will be billed to the renting party. Payment will be due 10 days after billing.
24. All Wedding Permit shall be issued with payment in full and must be onsite at the time of wedding.
25. All city ordinances must be obeyed, including, but not limited to the prohibition of alcohol Possession or consumption in city parks.

***For additional questions or comments, contact Conway Parks, Recreation & Tourism at 843-488-1950.***