

Quincy Park District Wedding Planning Guide

Things to consider if you are planning to have a wedding at a Quincy Park District Facility:

1. You may use any Shelter or Gazebo for a wedding. The fees are as follows:
 - 100 or less attendees \$30.00
 - 101 to 250 attendees \$55.00
 - 251 or more attendees \$80.00Washington and Clat Adams parks are not available for weddings.
2. You may use other park areas with the approval of the Quincy Park District. Additional fees may be charged if your location or activities makes a shelter unusable or if the size or activities of your wedding requires a Special Park Use Permit.
3. The parks are maintained for the use and enjoyment of the general public. Although we strive to make all park sites attractive, we cannot guarantee fountains will be operational or the appearance of the site following a storm or similar event.
4. You are reserving the shelter or gazebo only. This is the only area over which you have exclusive control. The public is allowed to use the remainder of the park without restriction. Although most people will accommodate a request to stand out of the way for a ceremony or photo, if they do not, you may not force them to leave.
5. **You must get permission from the Quincy Park District to put up a tent or other structure in the park.**
6. If you require additional services such as tables or trash cans you may request them when you make your reservation. Additional fees may apply. You are responsible for damages and you must leave the site clean.
7. Receptions with amplified music are only allowed at Quinsippi Island, All America or Moorman parks.

The Special Park Use Permit application and additional information can be found online at:
<http://www.quincyparkdistrict.com/information/special-events-info-form>.

The Villa Kathrine castle, <http://www.villakathrine.org/index.php>, is a popular wedding site and can be scheduled at 217-224-3688.

