

Ceremony Permit Procedures and Regulations

Evanston allows weddings in the Merrick Rose Garden and at Clark Street Beach, for a ceremony only, *limited to 100 guests for Merrick Rose Garden*. There is a 3 hours time limit.

Please keep in mind that all Evanston parks and beaches are open to the public and therefore can not be closed for your ceremony. It can be expected that there could be other recreation related activities at any of our locations that maybe going on at the same time as your ceremony.

Reservations are accepted after January 1 for the current year. Each request is reviewed on an individual bases and may not be approved due to conflicts or other issues. City of Evanston facilities are heavily used so, get in your permit application early, at least 1 month prior to your date.

Merrick Rose Garden

The Merrick Rose Garden is located at Lake and Oak Streets, 2 blocks south of Davis and 1 block east of Ridge. It is in full bloom early June to late October and features a fountain and a central lawn area with benches along the edge of the garden. The Garden has over 100 varieties of tea, floribunda, rugosa and miniature roses.

The Rose Garden is available: 3:00 pm to 6:00 pm on Friday and 9:00 am to 6:00 pm Saturday and Sunday.

Clark Street Beach

The Clark Street Beach is located at Clark Street and Sheridan Road, just south of the Northwestern Campus. It is our biggest beach, which should allow ample room for a wedding. There is off street parking and limited handicap parking near the beach. Clark Street Beach is the only beach available.

When requesting Clark Street Beach please keep in mind the following:

- The swimming beach season is from the Saturday of Memorial Day Weekend to the Monday of Memorial Day Weekend
- During the beach season the beach hours are 10:30 am to 7:30 pm
- The beach is a public park

Clark Street Beach is available from 6:00 am to dusk.

Other City Parks

Request to have your wedding in another city park will be considered on an individual bases. Other city parks would be available 8:00 am to dusk.

Basic Permit Package

Location	Residents (60201 & 60202 zip codes)	Non-Residents	Damage Deposit
Merrick Rose Garden	\$200	\$350	\$100
Clark Street Beach	\$150	\$250	\$100
Other Park	\$100	\$200	\$100

- You will have to show proof of residency to obtain the resident rate
- Your security deposit will be returned if the area is left clean after your ceremony

Allowed in the Basic Package:

Chairs (less then 10), hand held canopies, small archways

Not allowed in the Basic Package:

Tables, tents, chairs (over 10), sound amplification or live music

Enhanced Wedding Permit Package (NOT AVAILABLE for Rose Garden Weddings)

The Recreation Division will take into consideration, on an individual permit basis, allowing the permit holder to have chairs, tent, music, etc. (**the Parks, Recreation and Community Service Dept. does not supply these items**). Each request will be evaluated and fees will be charged in addition to the Basic Permit Fee:

Chairs (10 to 50) = \$50

Chairs (over 100) = \$100

Tent (10x10) - \$50

Larger Tent = \$100

Music = \$50 - \$100 (depending of if amplified, live performance, etc)

Other Policies, Procedures and Information for all Permits

- Rice, glitter, flower petals (real or artificial) or birdseed are not permitted
- Blocking off pathways or roping/taping off of any area is not allowed
- Alcohol is not allowed
- Smoking is not allowed
- All paper debris, bottles, etc. must be collected and deposited in trash containers
- Driving vehicles into parks or beaches is not allowed
- Dogs, on lease or off are not allowed on beach
- Dogs are allowed in parks but must be on leash
- Refunds are given if canceled (in writing) 72 hours prior to the scheduled date or if rained out.
- The Parks, Recreation and Community Services Department reserve the right to cancel and/or shift to other facilities your event in the event of uncontrollable circumstances. Fees may be adjusted according.
- Group will comply with all state and city laws and Parks, Recreation & Community Services Department rules and regulations
- A certification of insurance (in the amount of 1 million dollars) naming the City of Evanston as additionally insured is required, at renter's expense.
- Group is responsible for seeing that no guest is under the influence of a control substance
- Parking at all Evanston Parks and Beaches is limited you will have to follow posted regulations
- For a wedding **over 250 people** or if you are planning on a more formal wedding that does not meet the criteria listed in the booklet, you will have to submit a special event permit application

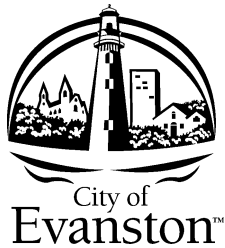
How to submit your request:

All request are processed through the main office of the Parks, Recreation and Community Services Dept, located on the main floor of the Morton Civic Center, 2100 Ridge Ave

1. Fill out a Permit Request (no payment is required at this time)
2. If there is additional information that you would like to submit so as to help staff evaluate your request, please do so, on a separate sheet of paper.
3. Return your request, any additional information, with proof of residency (to get the resident rate) to:

City of Evanston
Parks, Recreation & Community Services Dept.
Attn: Park Permits
2100 Ridge Ave
Evanston, IL 60201

If you have any questions please contact the
Parks, Recreation and Community Services Department
Phone: 847-448-8237



Ceremonies Permit Request

- Submit this request to the City of Evanston, Parks, Recreation and Community Services Department, 2100 Ridge Ave., Evanston, IL 60201.
- DO NOT include any payment.
- Staff will review your request and contact you on its status

Name: _____

Address: _____ City/State/ZIP: _____

Work Phone: _____ Home Phone: _____

E-mail: _____ Cell Phone: _____

We request rental of: (Check One):

Merrick Rose Garden Clark Street Beach Park: _____

Date Requested: _____ From _____ am/pm To _____ am/pm (3 hour limit)

Expected Attendance: Total _____

Permit Application Check List:

Proof of Evanston residency (60201 & 60202) included (residents ONLY) Yes

Basic Permit Package Request Yes

Enhanced Permit Package Request

Chairs (10-50)	Yes	<input type="checkbox"/>	Chairs (100+)	Yes	<input type="checkbox"/>
Tent (10x10)	Yes	<input type="checkbox"/>	Large Tent size: _____	Yes	<input type="checkbox"/>
Music (amplified)	Yes	<input type="checkbox"/>	Music Live	Yes	<input type="checkbox"/>

PLEASE READ AND SIGN THE FOLLOWING

I have requested permission to use _____ Park in the City of Evanston. For consideration of such permission, _____ fully releases and discharges the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the use of _____ Park.

_____ further agrees to indemnify and hold harmless and defend the City of Evanston and/or Lighthouse Park District of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the use of _____ Park within the City of Evanston or on Lighthouse Park District property.

I also certify that all information contained within this application is accurate and correct. I also agree to all applicable laws and regulations governing the use of recreation parks facilities and the regulations printed on the procedures sheet attached to this form.

Signature _____ Date _____

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