



The Stanley Park of Westfield, MA, Inc.
400 Western Ave
Westfield, MA -01085

Wedding Ceremonies at Stanley Park

Thank you for considering renting at The Stanley Park of Westfield, MA, Inc. **for your wedding ceremony**. The important information below outlines reservation procedures and Terms and Conditions for booking your ceremony. To apply to reserve your wedding ceremony date and time, please contact the Park Office at 413-568-9312, x100, send an email to stanleypark@stanleypark.org, or through our website, www.stanleypark.org, under Book An Event. You will be contacted once your application has been reviewed with the following steps to reserve.

General Information:

Wedding Ceremony Permits may be issued from April 1st through the last Sunday of November.

The Park allows 1 ½ hours for a wedding ceremony. **The fee is \$325 per permit.**

Time slots are as follows: 10:00 a.m./ 12 noon/ 2:00 p.m. /4:00 p.m. or 6:00 p.m.

Timeliness is very important as a wedding may be scheduled immediately following yours. If your ceremony is not completed within your time slot, it may be cut short.

In case of rain, the Meeting House, which seats up to 80 guests, is available at no extra cost. Please note this building is not heated.

If you would like to use the park's decorative white chairs (up to 40), they are available at an additional charge of \$3.00 per chair. For this cost, the park staff will set up and put the chairs away after the ceremony. If you want them set up in a particular way, you will need to provide a chair layout.

Wedding Photography Permit is included in the Wedding Reservation.

Organist: Based on availability, the Park can supply an organist to play the Carillon Bells for your wedding ceremony for a fee of \$150.

General Rules & Conditions:

- No alcoholic beverages or smoking allowed in the Park.
- Rice, confetti, glitter, rose petals, birdseed, etc., are prohibited. Exceptions may be made for rose petals with a \$100 refundable security deposit if all petals are cleaned up. All security deposit refund checks will be mailed to the address noted on the rental application unless otherwise noted. Security deposit refund checks must be cashed within 90 days of issue. Otherwise a \$35 re-issue fee will be deducted.
- The person in charge of arrangements will be responsible for the conduct of the group and compliance with Park Rules and Park Ranger instructions.
- Early arrivals or extensions are not allowed without prior approval and additional fees paid in advance.
- All groups must leave the area clean.
- Reservation fees are due 48 hours after the application is approved. Reservations cannot be confirmed until all fees are paid.
- Returned checks due to insufficient funds will be subject to a \$35 service fee. There is a 3% service fee on all credit card payments.

Decoration:

You may decorate for your event as long as nothing is permanently adhered to any structure or causes any damage to any of the facilities. The use of confetti or glitter is not allowed. All decorations, including any tape, string, etc., used to secure the decorations must be removed at the end of your event.

Cancellation Policy:

- **120 days or more before the event:** 75% of the deposit will be refunded.
- **60 to 119 days before the event:** 50% of the deposit will be refunded.
- **31 to 59 days before the event:** 25% of the deposit will be refunded.
- **30 days or less before the event or in case of no-shows:** No refund will be issued.

Special Note: Reservations that have been rescheduled from a previous year and are later canceled are not eligible for a refund.



The Stanley Park of Westfield, MA, Inc.
 400 Western Ave
 Westfield, MA -01085
**RESERVATION APPLICATION
 WEDDING CEREMONY**

Applicant Information:

Name of Applicant: _____

Address: _____
 (Street, City, State, ZIP)

Primary Phone: _____ Secondary Phone: _____

Email: _____ (Confirmation is done via email, please print clearly)

Event Information:

Date of Usage: _____ Number of Guests: _____

Time Choice: 10 AM 12 PM 2 PM 4 PM 6 PM

Ceremony Start Time: _____
 (Note: Your ceremony can occur any time during your 1 ½ hour rental time.)

Location Choice: Rose Garden Fountain (Gazebo A or Gazebo B) Other: _____
 (Please specify)

Cathy's Garden Meeting House Evelyn B Rose Garden Carillon Tower

Duck or Frog Pond Asian Garden Arboretum

Please answer the following questions about your event.

1. Do you want chairs (Up to 40 @ \$3 each)? No Yes (If yes, how many): _____ (please provide a setup diagram)
2. Will you throw rose petals? No Yes (\$100 Refundable deposit due for this accommodation)
3. Would you like to hire an Organist: No Yes (The Park can supply an organist to play the Carillon Bells for your wedding ceremony for a fee of \$150)
4. Please specify any other special set-up:

Please Read and Sign

As the applicant and permit holder, I have read the pavilion rental agreement and the rules and regulations, and I will take full responsibility for ensuring that the rules and regulations are reviewed with my guests and adhered to during the rental. I know my reservation permit will be immediately revoked if there is use of alcohol, any illegal substance, violation of the law, and any behavior deemed inappropriate by the Stanley Park Staff. If at any time an unfavorable condition exists or conduct by a participant is deemed unacceptable, The Stanley Park of Westfield, MA, Inc. reserves the right, in the interest of public safety, to discontinue all activities or dismiss person(s) detrimental to the activity. As a condition of use, the permit holder agrees to furnish, at their own expense, police details if deemed necessary and to reimburse The Stanley Park of Westfield, MA, Inc. for any damage(s) done to the site. I further agree to release and hold harmless The Stanley Park of Westfield, MA Inc., its officers, employees, agents, attorneys, board members, and successors from all liability or expense arising out of any incident occurring at the permitted facility.

Date _____ Signature of responsible party _____ Print Name: _____

For Office Use Only:

Fee: \$325 plus add-ons _____

Save this to your computer to fill out and email the completed form to Stanleypark@stanleypark.org