

# COUNTY OF BERKS

## PARKS & RECREATION DEPARTMENT



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## Berks County Parks and Recreation Department

### WEDDING PERMIT INFORMATION

The Berks County Park system is host to many diverse special events. A special Wedding Permit is required to hold a wedding ceremony on County Park property. All weddings must be conducted in a manner that will ensure the public's safety and enjoyment of the park, as well as the protection of park resources. This document provides the Department's framework and guidance for the issuance of a Wedding Permit. Specific county park areas have been designated as approved wedding sites. Other wedding-related activities involving the use of, or having impact upon, adjoining facilities shall require a Special Use Permit.

**Instructions:** To check availability, please call the Special Events Coordinator at 610-374-2944 ext. 2610 or e-mail [sernst@countyofberks.com](mailto:sernst@countyofberks.com). Once the tentative reservation has been made, you must complete the Wedding Application and submit the non-refundable \$250 deposit to the main Park office at Gring's Mill, address above. Check or money order should be made payable to "Berks County Parks Dept."

Specific County Parks have been designated as approved wedding sites. Please note that other restrictions apply to certain areas within each park; please consult with the Special Events Coordinator for additional information.

- Gring's Mill
- Red Bridge
- Berks Leisure Area
- Heritage Center
- Kaercher Creek Park
- Hunsicker's Grove

It is *strongly* recommended that you visit the park facility you are considering for your wedding before you make a reservation. Although we make every effort to keep our parks clean and attractive, please remember that because weddings may be held outdoors, there can be small sticks, leaves, dirt, spider webs, squirrels or birds in the vicinity of your event.

### GENERAL INFORMATION

- Weddings are only permitted between May 01 and October 01. Applications will be accepted for the current year beginning the first business day in January.
- Each park and facility has a capacity limit, so please inquire before making an application.
- No wedding receptions are permitted at any Berks County Park. If a Standard Reservation is found to be a wedding reception, the Permittee will be billed additional fees after the conclusion of the event.
- Department-sponsored events take precedence over events scheduled by outside parties.
- No weddings are permitted on holidays or holiday weekends.
- Only one wedding ceremony is permitted per weekend.
- A completed application must be received by the Department no later than 3 months prior to the actual event date.

- A Wedding Permit will be issued only when all requirements have been met and approved, and when all fees are paid. A planning/pre-event meeting may be required.
- It is the Department's goal to assist you in planning a safe and successful event that creates minimal impact on park visitors or park property during the event.

## **APPLICANTS**

- Authorized applicants must be 18 years of age. The applicants must be available to work closely with park staff throughout the process.

## **WEDDING APPLICATION PROCEDURE**

- To check availability, please call the Special Events Coordinator at 610-374-2944 ext. 2610 or e-mail [sernst@countyofberks.com](mailto:sernst@countyofberks.com).
- The initial review process begins with the submittal of a fully-completed, signed and dated application with the \$250 non-refundable deposit. All required attachments must be included with the application. Your application, including required attachments and any supplemental documentation, and the non-refundable deposit must be submitted no less than 3 months prior to the event date.
- During the review process, you will be notified if the event requires any additional information or permits. During this initial review process, the applicant must provide all requested documents in a timely manner.
- Upon approval to proceed, other items, such as Certificate of Insurance, must be received prior to the issuance of a Permit. Delays in providing required items may delay or negate final approval.
- Your event is not confirmed until all necessary fees are paid and you receive a Permit. Balance of payment is due two months prior to your wedding.

## **FEES**

- Weddings of any size are required to fill out a Wedding Application and submit it to the Park Office.
- **See Wedding Fees chart for additional information**

## **SET-UP/REHEARSAL/PARKING**

- All logistics, including but not limited to planning, set-up, event management, break down and clean-up are the responsibility of the Permittee and must occur within the timeframe stated on the Wedding Permit.
- Park staff has determined specific areas where weddings may be held.
- Tents are permitted in specific areas; however the applicant or rental company is responsible for installation, take-down and cost. Tents and other rental equipment deliveries must be approved by the Special Event Coordinator.
- Absolutely no parking or driving vehicles on the lawns unless otherwise directed by Park staff.
- Arrangements can be made with the Special Event Coordinator for those who are elderly and/or who may need assistance getting to the wedding venue. No guest or visitor vehicles will be allowed access to restricted areas.

## **TRASH REMOVAL AND CLEAN-UP**

- The Permittee is responsible for the removal of all trash, litter, debris, etc. associated with the event.
- The Permittee is responsible for leaving the facility in the same condition it was in prior to the start of the event. Additionally, special care must be taken to prevent damage to park resources, especially during set-up and tear down activities. Failure to report any damages or to restore the area may result in additional fees.

## **CANCELLATION/WEATHER POLICY**

- The Department reserves the right to cancel or shut down an event due to severe weather conditions. If the Department cancels the event due to weather, a partial refund (less administrative fees) will be issued.
- If you cancel your event, please notify the Park Department at least ten (10) working days prior to the scheduled date. If the Permittee cancels the event due to inclement weather or other circumstances, no refunds can be issued.

## **Berks County Parks and Recreation Department 2012 Wedding Fees**

\$250 non-refundable deposit required with application for groups of 25 or more  
Groups of 24 or less do not pay a deposit and payment in full is the rental fee  
Fees include facility rental and staff time  
Fees do not include rentals, set-up or clean-up costs  
Change of venue within the Parks after application is a \$25 fee

- **Small Groups, Short-term Assembly \$100  
Outdoor Ceremony ONLY  
NO Rehearsal**
  - 24 or fewer attendees, 90 minutes or less - full payment required with application
  
- **Outdoor Ceremony ONLY  
NO Rehearsal**
  - 25 to 100 attendees, 4 hours maximum - **\$275**
  - 100 + attendees, 4 hours maximum - **\$375**
  
- **Outside Package \$500**
  - 25 or more attendees, 2 hour rehearsal, 4 hours maximum ceremony
  
- **Small Groups, Short-term Assembly \$150  
Indoor Ceremony ONLY  
NO Rehearsal**
  - 24 or fewer attendees, 90 minutes or less - full payment required with application
  
- **Indoor Ceremony ONLY  
NO Rehearsal**
  - 25 to 80 attendees, 4 hours maximum – **\$350**
  
- **Indoor Package \$600**
  - 25 to 80 attendees, 2 hour rehearsal, 4 hours maximum ceremony