



Wedding Reservation Application

SITES AND RATES Wedding sites are reserved for three (3) hours, which may be divided between two days (rehearsal and wedding). These three hours need to include time necessary for set up, clean up and taking pictures.

Stransky Park, Hamann Rose Garden, Iron Horse Park, Oak Lake Island, Veterans Memorial Garden, Bowling Lake and Hazel Abel are each \$100.00 for three (3) hours. Sunken Gardens is \$150.00 for three (3) hours. Union Plaza Amphitheater - \$150.00 for four (4) hours. Antelope Bandshell - \$150.00 for four (4) hours. Lincoln City Golf Courses* (Ager, Highlands, Holmes, Mahoney and Pioneers) - \$100.00 for three (3) hours. (*Contact course for booking details.)

Note: Park areas are open to the general public during periods reserved for weddings and associated activities. Limited park maintenance may also occur during wedding reservation periods.

DEPOSIT All sites require a \$100.00 damage deposit (check or cash only) fourteen days prior to wedding date. (Deposit is returned to applicant after area is inspected.)

RESERVATION PROCESS Return completed application form along with the reservation fee. Reservation requests are processed on a first come first serve basis. No reservations are made prior to payment being received. There will be a \$25.00 processing fee assessed to all refunds requested by the public. Lincoln City Golf Courses are booked through the individual course. Visit LincolnCityGolf.org for more information.

PAYMENT:

Lincoln Parks & Recreation

Attn: Reservations

2740 "A" St., Lincoln, NE 68502

FOR ADDITIONAL INFORMATION, CONTACT:

Office: (402) 441-7847 • Fax: (402) 441-9249

E-mail: reservations@lincoln.ne.gov

Hours: Monday - Friday 8:00am - 4:30pm

SITE REQUESTED **GUEST ESTIMATE**

WEDDING DATE STARTING TIME - ENDING TIME **REHEARSAL** DATE STARTING TIME - ENDING TIME

APPLICANT #1 NAME

ADDRESS NUMBER AND STREET CITY STATE ZIP

PHONE HOME WORK/MOBILE **EMAIL**

APPLICANT #2 NAME

ADDRESS NUMBER AND STREET CITY STATE ZIP

PHONE HOME WORK/MOBILE **EMAIL**

ALTERNATE CONTACT RELATION TO BRIDE/GROOM

ADDRESS NUMBER AND STREET CITY STATE ZIP

PHONE HOME WORK/MOBILE **EMAIL**

SPECIAL REQUESTS

APPLICANT'S SIGNATURE **DATE**

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT THE PARKS AND RECREATION DEPARTMENT IS NOT RESPONSIBLE FOR CIRCUMSTANCES BEYOND THEIR CONTROL SUCH AS BEES, MOSQUITOES, RAIN, COLD WEATHER, VANDALISM, ETC. I ALSO UNDERSTAND THE PARK AREAS ARE OPEN TO THE GENERAL PUBLIC DURING PERIODS RESERVED FOR WEDDINGS AND ASSOCIATED ACTIVITIES. LIMITED PARK MAINTENANCE MAY ALSO OCCUR DURING WEDDING RESERVATION PERIODS.

OFFICE USE ONLY

AMOUNT \$ _____

DATE RECEIVED: _____

CASH CREDIT CHECK # _____

STAFF _____ COMMENTS _____

REVISED 08.2016

PARKS & RECREATION APPROVAL **DATE**