Weddings in Riverside Park Policy

Thank you for considering our beautiful park as the site of your wedding. We have found as more weddings are held it has required a considerable amount of staff time to coordinate details of the events with the wedding party and various city departments involved. For this reason we must obtain the following information and fees prior to scheduling your special event.

Contact Names & Phone Numbers: (for a minimum of two contacts)
1
2
3
(include home, work and cell phone numbers)
Address (for contact #1):
City, State & Zip:
Date & Time of Wedding:
Shelter House Rental:
To maintain a flow of traffic through the remainder of the park, only the west end of the park OR the overlook area will be available for wedding ceremonies. Only one wedding per day will be allowed in the park. The shelter house in the area of the wedding will be reserved for the wedding party as part of the rental fee to avoid any conflict of events during the ceremony. If the shelter house has already been rented for that day, no other events will be scheduled for rental. Only one area of the park can be shut down for an event per day. Information on renters of shelter houses will not be shared with others. The only public restrooms are located at the middle shelter house and therefore, must remain open to the public at all times. The City has no control over normal noise issues before, during or after the wedding ceremony as it is a public park. Alcohol is permitted in the shelter houses only. Confetti or rice of any type is prohibited. Bird seed and bubbles (as an alternative to throwing rice or confetti) are acceptable. Clean-up of the area including netting, paper and food is required.
Rental Fee - \$100 Date Paid: Fee covers coordinating details with city departments; delivery and pick-up of barricades, extra poly-carts and disposal, shelter house reservation placards and rent, parking coordination with Police Department and use of the facility.
Deposit Fee - \$100 Date Paid:
Fee is to ensure that the area will be cleaned up from all trash and debris before leaving the park after said event. The fee will be refunded after the area is inspected and payment is approved.
Number of expected guests:

Rental Agreement
Weddings in Riverside Park
Time Frame street needs to be blocked:
The street may not be blocked more than two (2) hours – this time is to include barricading prior to, during and removal of barricades after the wedding. City crews will drop barricades off, and it is the responsibility of the wedding party for setting up and taking down the barricades.
Parking Availability:
Parking arrangements must be made with the Police Department. All parking must be outside of the park, except for individuals who need assistance getting to the site. All vehicles used for this purpose must be located within the barricaded area for the wedding. If the Community Center is rented in conjunction with the wedding as the site of the reception, parking will be available in the parking lots. Without rental of the building, parking may need to be in a different location due to scheduling of other events in the building. If a large event is already being held at the Community Center, parking may be an issue especially if your event will include a large number of guests. Please consider this as you are making your arrangements.
Alternate Site if Inclement Weather:
Information on rental of the Community Center is included for those who are interested in a back- up plan in the case of inclement weather. This is also a good consideration to ensure sufficient parking is available when a large crowd is expected.
City Contact Information City Office staff will notify the Police Department and Public Works Department of the date and time for the event so barricades will be delivered to the site. The Police Dept. will contact you for parking arrangements. If you have questions you may contact the Oswego City Office at 620-795-4433 Monday-Friday from 8:00 a.m. to 5:00 p.m., and after hours you may contact the Oswego Police Department at 620-795-2131.
Signature (as proof of receipt of this information)
Renter Date
Office Use Only
Confirm with Police Department:
Name and Date Parking location and renter notification (verified by Police)
Confirm with Public Works Dept:

Name and Date

Page 2