Weddings in the Park

Please see below for some of our most frequently asked questions. Please contact our office at 641.628.4571 if you have additional questions.

May I have my wedding in a park?
Yes, in and immediately adjacent to a shelter. Large open green spaces and paths cannot be used because they need to remain open / accessible to the public.

If you are interested in having a wedding in a meadow area at Big Rock Park or a park that does not have a shelter house, please contact the office at 641.628.4571 for available options.

How many shelters do you have available to rent and where are they located?
- Shelters with restrooms are available for rental at the following parks:
  - Caldwell (Large shelter house only): 328 person capacity
  - Rotary Park: 40 person capacity
  - West Market Park (South shelter only): 120 person capacity
*While shelter rentals are available year round, restrooms are winterized and may be closed October through April.

- Shelters, no restrooms, are available for rent at the following parks:
  - Caldwell (Tennis Court Shelter): 16 person capacity
  - West Market Park –North: 48 person capacity
  - West Market Park-East: 48 person capacity
  - Lions Park: 16 person capacity
  - Fountain Hills Park: 24 person capacity
  - Kiwanis Park: 40 person capacity
  - Brook Circle: 16 person capacity
  - Big Rock Park: 16 person capacity

*Capacity numbers are based on available picnic table seating

- A 329 person auditorium in the Community Center building is also available for weddings.
- Electricity may not be available at all locations.

Can I view these shelters on-line?
Yes. Please visit http://www.cityofpella.com/Facilities

How much does it cost to rent a shelter?
$25 per time slot, which are 10:00am-3:00pm or 4:00pm to 9:00pm. You will need to include in your rental, time to set-up and clean-up.

How do I reserve a shelter?
Please call our office at 641.628.4571. Reservations must be made and fees paid a minimum of 3 business days prior to the rental. Rentals are on a first come/first serve basis.
Do I need a permit to have my wedding in the park?
No. Not in City parks however a permit is required for private events held in the Molengracht Plaza or Klokkenspel. Rental fees are $25 per time slot, which are 10:00am-3:00pm or 4:00pm to 9:00pm. You will need to include in your rental, time to set-up and clean-up. Insurance is also required for events in the Molengracht-Klokkenspel and may be required in other circumstances as well. Please call for more information.

What hours are the parks open?
Daily from dawn to dusk.

Are the shelters / restroom / parking handicap accessible?
All shelter and adjacent restrooms are ADA compliant. Please note that all vehicle parking is restricted to hard surfaced lots or available on street parking.

May we erect tents or canopies adjacent a shelter or in the park?
No

May we serve alcohol at the wedding?
No.

May I have food catered for my wedding?
Yes.

May I decorate the shelter?
Yes you are welcome to decorate! Please keep in mind the following guidelines:
- Please do not put nails or staples in tables, shelters or trees
- To avoid the risk of damaging underground utilities, never install stakes in the ground
- When decorating please keep the environment in mind
- No confetti is allowed.
- Please remove all decorations at the conclusion of your event
- Please leave your area clean, collect the trash and place in the provided containers. Renter is responsible for any trash that does not fit in the supplied containers.
- Remember to reserve the shelter for the entire time you need for set-up and clean up.
- Renter will be charged $30/hr for clean up or maintenance to return the rented area to the pre-event condition.

May we move the picnic tables onto the grass and set up our own chairs under the shelter?
Yes. If tables are moved from the shelter please return them to their original location at the conclusion of your wedding.

Is music allowed to be played?
Non-amplified / acoustical music is allowed

Additional Questions?
Please contact our office at 641.628.4571

Approved by Community Services Board 1/21/2016