



# RECOMMENDED WEDDING TIMELINES

The Town of Oakville recommends referring to this **Recommended Wedding Timelines** guide to ensure all necessary permits and documents are completed and submitted to the town with enough time to allow for the planning of your the big day.

All timelines are offered as a guideline for planning purposes. Specific dates, deadlines and timelines are subject to change. May 1 to September 30 is the peak season for outdoor weddings in parks and open spaces in Oakville. If you are planning an event during peak wedding season, the town recommends that the timelines below be observed as minimum planning periods. All facility booking requests require a minimum of 14 days' notice. All facility booking requests are reviewed on a first-come, first-served basis.

More information about planning a wedding ceremony, reception and/or photos on town property is available at [www.oakville.ca](http://www.oakville.ca).

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To ensure efficient planning and communication processes, the town recommends that the event organizer or one member of the wedding party/family be designated as the primary point of contact for all details outlined in this guide. The permit holder must be a resident of Oakville in order to receive the Resident rates/fees.

## 12 months in advance

- Visit the Oakville.ca > [Weddings](#) webpage for more information about having your wedding ceremony, reception and/or photos on town property.
- Begin visiting the various municipal parks and green spaces to scout out the right site for your wedding ceremony, reception and/or photos.
- Use the town's [Wedding Site Inspection Checklist](#) to ensure all onsite details and logistics are considered for each prospective wedding site.

## 10-11 months in advance

- Submit [Special Event Application Form](#)(s) for the municipal park(s) and/or green space(s) you wish to book for your wedding ceremony, reception and/or photos\*.
  - Remember to indicate the date(s)/time(s) of any desired ceremony or reception rehearsals you wish to hold in the space.
  - Remember to indicate any event, set-up, or decoration details (request to serve alcohol, tents, chairs, music, etc.) on the Special Event Application Form.
- Submit proof of \$2 million Commercial General Liability (CGL) Insurance, or take advantage of the town's community insurance program to have your insurance premium included on your permit.
- Receive tentative permit from the Town of Oakville for review and signature.
- Submit signed permit to the Facility Bookings department.



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\*While 10 months' notice is recommended, requests received with less notice will be accepted. All facility booking requests require a minimum of 14 days' notice. All facility booking requests are reviewed on a first-come, first-served basis.

\*All facility booking requests are placed on file for consideration and first-round space allocation beginning in approximately December for the following wedding season.

\*Permit fees are subject to change between December and April of each year pending Town Council approval.

\*\*If you wish to submit a facility booking request for an Oakville park not listed on the Weddings website, please complete the Special Event Application Form and email your application to the [Supervisor, Permitting and Scheduling](#).

## 6-8 months in advance

- If permission to serve alcohol has been granted, apply for and receive a Special Occasion Permit (SOP) from your local LCBO store.
- Book services from event suppliers (i.e. tents, chairs, decorations, etc.).
  - Collect copies of insurance certificates from each supplier company
    - Each certificate must be in the value of \$2 million Commercial General Liability (CGL), and name "The Corporation of the Town of Oakville" as an Additional Insured.
- Complete and submit necessary paperwork for any additional town permits required, including but not limited to:
  - Noise exemption permit (for amplified noise after 5 p.m.)
  - Building permit (for tents larger than ~25'x25')

## 4-6 months in advance

- Finalize and receive any additional town permits as necessary.
- Provide a copy of the SOP to the Facility Bookings department (minimum of 3 weeks prior to the event).
- Re-visit your wedding ceremony, reception and photo shoot site to observe and re-familiarize yourself with the space.
- Provide copies of all supplier company insurance certificates to the Facility Bookings department (minimum of 3 weeks prior to the event).
- Design a draft site map of the space, detailing the locations of the various event elements (tents, chairs, decorations, etc.) that will be onsite for your event.
  - Refer to the town's [Site Plan Design Guide](#) to for step-by-step instructions on how to capture a location image from Explore Oakville and turn it into an event site map using basic desktop software.

## 2-3 months in advance



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- Call all supplier companies, finalize orders for all materials as necessary.
  - Confirm supplier delivery and pick-up times and ensure these times are covered on your permit.
- Finalize event site map and provide a final copy to the Facility Bookings department.

## 1 month in advance

- Ensure all permit payments have been remitted and confirmations have been received.
- Re-visit your wedding ceremony, reception and photo shoot site to observe and re-familiarize yourself with the space.
- Ensure a copy of the SOP for alcohol service has been provided to the town's Facility Bookings department (minimum of 3 weeks prior to the event).
- Provide site plan indicating the layout of the event to the town's Facility Bookings department (minimum of 3 weeks prior to the event).
- Ensure all bartenders have SmartServe certification.
- Provide copies of all supplier company insurance certificates to the Facility Bookings department (minimum of 3 weeks prior to the event).