



WEDDING SITE INSPECTION CHECKLIST

The town recommends using this **Wedding Site Inspection Checklist** when visiting and selecting a town location for your wedding to help ensure all details are appropriately considered for the big day.

Natural Environment

- Noise
 - Stand quietly and listen; take note of what you hear (birds chirping vs. traffic).
 - Consider the day/month/season you are visiting the site; if you are planning to hold your ceremony mid-day on a Saturday, visit the site at a similar day/time/month to ensure the noise levels are representative.

- Scenery
 - Consider the location of the gardens, trees, permanent fixtures (fences, fountains, etc.).
 - Consider the ground – grass, pavement, concrete.
 - Look at what is in the distance/background of the key focal points in the space; this is what will be in the background of your pictures.
 - Observe the overall aesthetic of the area to ensure the space fits with your vision.

- Wildlife
 - Canada Geese are a natural feature in many Oakville parks; in these environments there is the inevitability of some goose poop.

Physical Environment

- Construction
 - Consider that construction may occur on weekends and may result in additional noise or disruption to a site.
 - Identify any existing construction at or near your prospective wedding site; in the park, on the roads, on adjacent properties.
 - Visit the site regularly to identify any new construction over time.
 - When booking your permit, the town will make best-efforts to advise you of any neighbouring town-managed construction of which they are aware.

- Parking
 - Consider access to designated accessible parking for guests, as required.
 - There is limited parking at all wedding locations; identify available parking and observe parking space availability.
 - Tour the surrounding area and identify alternative parking spaces or parking lots.



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- Road Closures/Service Disruptions
 - Visit the [Town of Oakville's Service Disruption webpage](#) regularly to review notices of upcoming road closures or changes to facility availability.
 - Review the service disruption's historical archives to identify any annual disruptions that may affect your chosen date(s).
- Traffic
 - Consider the day/month/season you are visiting the site; if you are planning to hold your ceremony mid-day on a Saturday, visit the site at a similar day and time to ensure traffic/related noise levels/possible congestion are representative.
 - Consider how your guests will access the space with their cars; identify possible bottle-necks and plan to advise guests of what to expect when arriving.
- Transit
 - Locate nearby transit routes and bus stops; not only for guest use, but to understand the flow of pedestrians around/near your wedding site.

Amenities

- Electrical
 - A selection of town parks offer access to onsite electrical services; additional fees will apply. When conducting a site visit of your prospective wedding location, identify any onsite power sources.
- Features
 - A selection of town parks offer additional specialty features and structures such as picnic areas, water features, gardens, bandstands, etc. When conducting a site visit, identify all additional onsite features.
 - Unless otherwise indicated, your event permit will not provide for the exclusive use of any specialty features at your event site.
- Washrooms
 - A selection of town parks offer onsite washroom facilities. When conducting a site visit, identify if washroom facilities are present and operational.
 - Change rooms or dressing rooms are not available for wedding use.
 - If permanent washroom facilities are not available, portable washrooms can be rented as part of your event permit, for an additional fee.
 - Washroom facilities are not available at Gairloch Gardens and Erchless Estate.

Logistics

- Access/egress
 - Identify the arrival and departure points available at the event site.
 - Determine primary and secondary access and egress points if necessary.



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- Consider the suitability of each access point for: vehicular traffic, pedestrian traffic, emergency access, deliveries, privacy and parking.
- ☐ Accessibility
 - Consider your accessibility needs and the needs of your guests (i.e. grassy areas can be difficult to navigate in high heels, for strollers and wheelchairs).
 - Identify primary and secondary plans for using walkways, seating areas and seating arrangements.
- ☐ Deliveries
 - All deliveries are to be received and removed during designed permit times. If additional delivery/set up time is required, please ensure these times are indicated on the booking request form.
 - Delivery vehicles are not permitted on the grass or pedestrian pathways. Consider designating suitable delivery, set-up and pick-up areas.
- ☐ Inclement weather
 - Unless otherwise indicated, permits issued for the use of outdoor space do not include alternative rain locations.
 - Plan for inclement weather (rain, wind, extreme heat).
 - Consider your options for obtaining cover from or protecting against inclement weather on short notice > a “back-up plan”.
 - If your “back-up plan” involves installing a tent or shelter at the event site, ensure necessary approvals are received from the town in advance.
- ☐ Pick-up gate keys from Town Hall
 - Some town facilities have features (electrical boxes, vehicle gates) that require keys to unlock. Identify if your prospective site requires any specialty access.
 - Keys are available for pick up from the Recreation and Culture department at Town Hall; Monday – Friday, 8:30 a.m. – 4:30 p.m.
 - A \$75 cash deposit is required to retain keys. The deposit will be refunded when the keys are returned.
- ☐ Vehicles
 - All requests for vehicle access on park grounds for the purpose of event set up and take down only can be submitted in writing with the Special Event Application Form.
 - Unauthorized vehicles will not be allowed on municipal property except in designated parking areas.
 - Vehicles are not allowed on the grass.