



Coeur d'Alene's Old Mission State Park Wedding Ceremony Policies & Guidelines

The Sacred Heart Mission and surrounding grounds are a perfect setting for a magical, romantic wedding experience. The Mission building and grounds provide a beautiful and tranquil location for an intimate wedding or a wedding with a guest list up to 500 people. The Mission, originally built and used by the Coeur d'Alene Tribe and Catholic Jesuit missionaries, is available for weddings, regardless of religious backgrounds. It is easy to find and has ample parking.

The following guidelines and policies are designed to provide a memorable wedding day experience without disrupting normal park operations and to protect and preserve Idaho's treasured historic building. All facilities are located within Coeur d'Alene's Old Mission State Park and are ADA accessible.

Facilities

The Sacred Heart Mission sits atop a small knoll surrounded by beautiful landscapes and romantic vistas on every side that create a serene, picturesque setting year-round. Wedding ceremonies may be held within the Mission, West Courtyard, or open grassy area below the Visitor Center.

The West Courtyard captures the charm of the landscape with its mature trees, green lawn and scenic vistas and is appropriate for weddings or receptions. The lower open grassy area boasts a smaller, more secluded grass and tree area. All areas create a one-of-a-kind historic backdrop for your special day and may be rented separately or together.

Availability

The Mission is open year-round; off hour events may be considered. Please discuss with park management.

Weddings and receptions may be scheduled:

3rd week of June – September, events may be scheduled anytime Sunday through Saturday between the hours of 10 a.m. and 5 p.m., except for major holidays, the second weekend in July, August 15th and the weekend prior to and following August 15th.

October – April, events may be scheduled anytime Sunday through Saturday between the hours of 10 a.m. and 3 p.m., except major holidays. **There are no heating facilities within the Mission and only limited parking is available during the winter months when there is snow.

May – 2nd week of June, events may be scheduled anytime Sunday through Friday between the hours of 1 p.m. and 5 p.m. and Saturday between the hours of 10 a.m. and 5 p.m., except Memorial Day.

Wedding Rehearsals

A wedding rehearsal at the wedding site is included in the wedding option. Rehearsals may be scheduled between the hours of 1:00-5:00 p.m. on the day before the ceremony during summer months, provided there are no other scheduled events taking place. One hour will be reserved for the rehearsal and counts as one hour of your total reserved time. Wedding ceremonies have priority over the scheduling of rehearsals. Entrance fees to the park for the rehearsal is included in the wedding fee. Rehearsals during other times of the year need to be coordinated with park management. If a Catholic wedding is planned, please contact the local Priest of St. Rita's Parish in Kellogg, Idaho (208) 786-2981. This is a courtesy call to let them know of an event within their parish.

Wedding Options

Please Note: Each option listed below comes with a basic three (3) hour reservable time period for the Mission, West Courtyard, lower grassy area, or a combination of all. This time period includes an hour rehearsal and two (2) hours to use for set-up, ceremony, teardown and clean-up. The Mission building itself may only be used for a period up to three (3) hours total. The maximum seating capacity for the Mission is 150.

Additional time desired or used for the West Courtyard or lower grassy areas beyond the three (3) hours included in the wedding option will be charged \$200.00 per hour. Three (3) hours may be added to the wedding option. Each option includes park admission for all guests, rehearsal admission, set up and use of interior chairs for the Mission, and parking assistance. Use of the park's exterior chairs require an extra fee.

Weddings with 15 guests or more need to complete a group use permit (Attachment A); weddings with guests of 250 or more require special arrangements that include discussion with the park manager, and approval from the Idaho Department of Parks and Recreation Director.

Option 1 – \$ 500 This option is designed for a small, intimate, wedding of 25 guests or less.

Option 2 - \$ 750 This option is designed for a small wedding with 50 guests or less.

Option 3 - \$1000 This option is designed for a medium to large gathering with 100 guests or less.

Option 4 - \$1500 This option is designed for a large gathering up to 200 guests.

Option 5 - \$2000 This option is designed for a large gathering up to 300 guests.

Option 6 - \$2500 This option is designed for a large gathering up to 400 guests.

Option 7 - \$3000 This option is designed for a large gathering up to 500 guests.

Wedding Bookings & Confirmation

Reservations may be made one year in advance and no less than 30 days prior to the wedding. A non-refundable reservation service fee of \$25 + tax (\$26.50) is due at the time of booking. Full payment of fees must be in place along with a signed agreement and other applicable permits before the reservation is secured. Full payment must be received by the park within 14 days of booking. If the needed information and fees are not paid in full and received within 14 days of booking, the reservation shall be void.

Cancellation Policy

A service charge of \$50.00 will be assessed for cancellation of a reservation if notice is received 21 days or more prior to the event. Cancellations received fewer than 21 days in advance of the scheduled date will result in a service charge of \$100.00. If for any reason a cancellation is necessary the responsible individual shall contact the park manager as soon as possible and the refund of any fees and monies will be discussed and agreed upon.

Access to Site

Wedding party and vendors that need pre and post event access to the site need to coordinate times and dates with park management prior to the wedding date.

Changing Areas

Portable changing areas such as an RV or luxury loo may be used by the wedding party. The placement, parking and use must be approved by the park manager before the wedding event.

Electricity

Electricity is available for limited use inside the mission or outdoors. Prior arrangements for use of electricity must be made before the wedding date. No electricity is available at the lower grassy area.

Music & Dance Floor

All music used during the event should be tasteful, appropriate, respectful and family friendly. Musicians playing large instruments (such as harps) may use the elevator lift to move their equipment into the Mission. **The organs within the Mission are not available for use.** Portable CD players or keyboards may be used inside the Mission. Speakers and electrical equipment **CANNOT** be elevated off the floor or ground and should be clear of walkways. Electrical cords may **NOT** be taped to the floor. Musicians may rehearse during the wedding rehearsal time. An outside music source may be utilized, but the set-up must be approved prior to the wedding by the park manager. The music volume will be kept at a moderate, respectful level. An outside portable dance floor may be placed for use in the West Courtyard or lower grassy area. Please coordinate requests with park staff and park manager. Park staff may limit or stop music at their discretion due to volume, content, or group behavior.

Photographers/Videographers

If a pre-event showing is desired, a date and time must be scheduled with staff and not interfere with any other park event. Pre-event activities may require additional fees. Flash photography is acceptable before, during and after ceremonies and photo sessions within the Mission. Tripods and free-standing lighting equipment may be used in the Mission. To protect the floor, electrical cords may NOT be taped to the floor or to any surface. Photographers and videographers must request permission to set-up interview locations or places for long-term equipment set-up.

Rental Companies/Vendors/Caterers/Concessionaires

Caterers must be self-contained as there is no kitchen and limited water available. Rental companies, vendors, caterers, and concessionaires that need pre and post event access to the site need to coordinate times and dates with park management prior to the wedding date. Rental equipment provided by a rental company, such as chairs, tents, portable changing areas, port-a-potties, etc., must be removed the same day or before 9 a.m. the following morning. The park is unable to store any rentals or decorations. The park is not responsible for any items left behind by a rental company that become lost or stolen.

Rental companies hired to provide items such as chairs for a wedding ceremony or tables and chairs for the reception and/or other vendors such as caterers, florists, musicians, photographers, etc., may arrive no sooner than (2) hours prior to the scheduled ceremony start time. The responsible individual must ensure that cleaning and removal of items brought for the event is completed to the satisfaction of park staff. Rental companies/vendors/caterers must contact park staff prior to set-up to determine areas to unload and load to avoid vehicles on lawn areas and damage to park features. The wedding party is responsible for any damage to the park or facilities created by the hired companies.

Tent & Chair Rentals

Two (2) wedding tents 20' x 20' are available from the park. Set up and take down is included in the \$250 rental fee for each. The wedding option price includes the use of metal folding chairs for inside the Mission which will be set up by park staff. A limited number of exterior metal folding chairs are available to rent. Fees for exterior chairs include the set up and take down. The wedding party must indicate that exterior chairs are desired for the event. The park has no tables for wedding use and the wedding party must provide their own. The park picnic tables are not available for use by the wedding party.

Trash & Garbage Removal

All trash and garbage must be placed in plastic bags and be disposed of properly. The park has THREE large trash receptacles located near the Park Maintenance Area. You may use it to deposit all bags. If you have more trash or garbage than the receptacle can hold, you MUST carry the trash offsite for disposal. Please ensure the trash container lids are shut securely after depositing your trash so animals do not get into them.

All Wedding Events are subject to the following stipulations listed on page 5:

IMPORTANT: Please read the following carefully before signing. By signing you agree to follow the Coeur d'Alene's Old Mission State Park Wedding Ceremony Policies and Guidelines completely and take full responsibility for ensuring all members of your party and concessionaires are aware of same polices. Failure to do so may result in additional charges and/or eviction from the park.

1. The historic Mission will remain as is. Any additional chairs or decorations inside the building must be approved by park management. The location of the pews, altar, and organ may not be changed. No tape of any kind or tacks may be used inside the building, and stapling, nailing or drilling into the walls or any fixtures of the Mission is prohibited. All other accessories, such as flowers, aisle runners, and etc. must be free standing. No flowers or displays may be placed on the altar.
2. No food or beverage is permitted inside the Mission, except for communion during a formal religious ceremony.
3. The Mission is a non-smoking facility. Use of wax candles is prohibited; except for one unity candle. Use of unity candle must be approved by park manager prior to the wedding. Battery operated candles may be used. Placement and use of such must be approved by park manager prior to use.
4. No pets are allowed with the historic building except for canine assist or service animals. All pets outside must be on a leash and comply with park rules. Please remind guests to clean up after their pets.
5. Wedding Parties and guests are expected to leave the park property in its original condition and shall not pick flowers, fruits, or disturb any plants or trees. Wedding party is responsible for the actions of guests.
6. The upper parking area, in front of the Parish House next to the Sacred Heart Mission, may be used by wedding guests to throw a reasonable amount of birdseed, natural flower petals, or blow bubbles. Rice, confetti, or synthetic flower petals may not be used anywhere inside a building or on the park grounds. No flower petals may be used within the Mission. Please inform your guests of these rules.
7. Alcohol is allowed at the site with prior approval from park manager; however, the sale of any alcoholic beverage or the sale of any item requires additional permits and approvals. Approval from the Idaho Department of Parks and Recreation Board is required for all group functions at which alcoholic beverages will be sold in accordance with IDAPA rules; this requires the completion of a group use permit (Attachment A) for approval at least 5 months prior to the event. Remember this is a public facility open to others during your event. Please drink responsibly.
8. Restrooms are available at the Visitor Center during hours of operation and a vault toilet is located east of the Parish House. Wedding parties with guests of 25 or more should consider and are encouraged to rent additional restroom facilities such as a port-a-potty or luxury loo .
9. The Wedding Option time slot includes the time it takes for rehearsal, to set up, ceremony time, teardown and clean-up. All decorations and incidentals used for the wedding must be removed within the allotted time. Rental equipment such as chairs, tents, port-a-potties, etc., must be removed before 9 a.m. the following morning. Any items left at the site for 24 hours after the event will become the property of the park.
10. Each wedding party shall have a designated responsible individual who is the main contact person for the wedding. This person must be identified to Park staff prior to confirmation of reservation and is responsible for all facilities and for the behavior of all guests, and must be present on site during the event at all times. Failure of the responsible individual to be present during the event could result in the eviction of the wedding party from the park, and assessment of additional fees.

The designated responsible individual for the wedding event is responsible to ensure that:

1. The park facility or site incurs no damage during the event
2. No park property was lost or stolen during the event
3. The facility and/or site was returned to the condition in which it was found
4. All trash from the event was placed in the proper place
5. The event did not exceed its allotted time frame
6. No prohibited items were used during the event
7. No violations of State laws or Park rules occurred

Additional charges may be levied to cover excessive costs associated with cleaning, damage and garbage removal.

***Please return page 6, payment details page, and Attachment A with your payment.
A copy of the final signed agreement will be returned to the designated responsible individual.***

Coeur d’Alene’s Old Mission State Park is first and foremost a state park that includes a sacred, historic site. Please keep this in mind when planning your event. Sacred Heart Mission is a public facility and cannot be closed to the public during normal hours of operation. Please keep your event as low impact as possible and ensure that all guests show respect for all buildings, facilities, displays, artifacts, plants and wildlife in the park. All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the wedding party. See <http://www2.state.id.us/adm/adminrules/rules/idapa26/0120.pdf> .

Any changes to these terms must be negotiated between the responsible individual and the Park Manager at least two (2) weeks prior to the scheduled event. Park staff has final authority in all matters and may refuse to allow anything that may be a hazard to the Mission, park or its visitors, personnel or other vendors.

Your signature below indicates you have read the above policies and guidelines and are willing to adhere and agree to the stipulations and conditions listed. You will be contacted to confirm approval of the event and date or to make necessary adjustments. Please contact the park at (208) 682-3814 or old@idpr.idaho.gov if you have questions or concerns.

I, the undersigned and designated responsible individual, have read and agree to the wedding ceremony Policies and Guidelines as set forth in this document and all attending and support documents.

Name (Please Print): _____

Signature: _____

Date: _____

Designated Responsible Individual Contact:

(Primary Person)

(Secondary Person)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

Wedding Date: _____

Ceremony Time: _____

Event start (time): _____ End (time): _____ Est. # of Guests _____

Bride

Groom

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

Wedding Option: (check all that apply) M = Mission WC = West Courtyard GA = Grassy Area

Option 1 ___M ___WC ___GA Option 2 ___M ___WC ___GA

Option 3 ___M ___WC ___GA Option 4 ___M ___WC ___GA

Option 5 ___M ___WC ___GA Option 6 ___M ___WC ___GA

Option 7 ___M ___WC ___GA

Interior Chairs Needed: ___Yes ___No _____Number Exterior Chairs Needed: ___Yes ___No _____Number

Electricity Needed: ___Yes ___No ___Inside ___Outside Unity candle: ___Yes ___No

RV Parking Area Needed: ___Yes ___No Tents Needed: ___Yes ___No _____Number

PAYMENT DETAILS:

Non-Refundable Reservation Fee: \$ 25 _____

Wedding Tent Rental _____(1) tent @ \$250 _____(2) tents @ \$500 _____

Wedding Option & Amount: (circle one) _____

1 (\$500) 2 (\$750) 3 (\$1000) 4 (\$1500) 5 (\$2000) 6 (\$2500) 7 (\$3000) _____

Exterior chairs at \$100 ___Yes ___No _____Number \$100 _____

Additional hour requests at \$200 per hour: (circle one) 1 2 3 (x \$200) _____

Additional Fees: _____

Tax (All fees are taxable (6%)) * _____

Total Charges: _____

+++ Payment Method: *If paying by check, please make check payable to: IDPR*

Attachment A
Group Use Permit



GROUP USE PERMIT APPLICATION

Date of Application: _____

IDAPA 26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION AREAS AND FACILITIES

225.04 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of more than two hundred fifty (250) people may be approved by the director with forty-five (45) days advance notice.

Desired Event Location _____ Date(s) of Planned Use _____

Name of Event: _____ Day(s) of Planned Use _____

Organization or Group Filing Application _____

Address _____

City _____ State _____ Zip _____

Telephone: _____ E-mail Address _____

Number of Participants Expected: _____ Arrival Time _____ Departure Time _____

Type of Use Requested (please describe) _____

Purpose of Proposed Event _____

Estimated Gross Fees Collected _____ Estimated Net Profit _____

Person(s) In Charge of Group Activity Planned in Park

(Primary Person)

(Secondary Person)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

Will First Aid Be Provided? Yes No

Will Alcoholic Beverages Be Sold? Yes No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us. NOTE: Approval of the Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold in accordance with IDAPA rules.

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)

Plans for Law Enforcement and/or Crowd Control, Including Communication Systems (Use extra sheet if necessary)

Plans for Traffic Control, Including Parking (Use extra sheet if necessary)

Plans for Sanitation, Solid Waste Disposal, and Water Supply (Use extra sheet if necessary)

Plans for Area Clean Up and Rehabilitation (Use extra sheet if necessary)

Description of Program, Displays, and Concession Booths to be installed. (Use extra sheet if necessary)

List of Vendors **Temp Permit #** **Items They Plan To Sell** (Use extra sheet if necessary)

List of Vendors	Temp Permit #	Items They Plan To Sell
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 (<http://www2.state.id.us/tax/index.html>).

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. See Risk Management Handbook, Facilities Use Guidelines

http://www2.state.id.us/adm/insurance/risk/facility_guidelines.pdf

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Amount of Liability Insurance _____

Group Use Fees

Fees That Will Apply to this Application:

- MVEF (Motor Vehicle Entrance Fee) \$5.00 per vehicle Yes No
- \$ _____ Deposit
- \$ _____ Negotiated Fee
- \$ _____ Per-Person Fee
- \$ _____ Reservation Fee plus Tax
- \$ _____ Shelter Fee
- \$ _____ Other _____

.....

\$ _____ Total Received

Note: If the Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group. See <http://www2.state.id.us/adm/adminrules/rules/idapa26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office. See <http://www2.state.id.us/dhw/ecic/Res/District.htm> (Idaho Food Code).

Please Print

Name of Event: _____ **Date(s) of Planned Use** _____

Applicant Name: _____ **Applicant Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Telephone:** _____

I HEREBY ACCEPT THE PERMIT SUBJECT TO ALL THE TERMS AND CONDITIONS IMPOSED UPON ITS ISSUANCE.

Applicant Signature _____ **Date** _____

IDPR USE ONLY

Application Approved Denied

Approved Subject to Conditions Yes No

Conditions _____

APPROVAL

Park/Program Manager Date

Region Bureau Chief Date

Deputy Director Date

Director Date

Board Chairman Date