



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

The Sacred Heart Mission, constructed between 1850 and 1853, is the perfect setting for a magical, romantic wedding experience. The Mission 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 is available for weddings, regardless of religious backgrounds, 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 most treasured historic building.

### 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. Wedding ceremonies may be held within the Mission or in the West Courtyard, both located in the center of Coeur d'Alene's Old Mission State Park. 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. Both areas create a one-of-a-kind historic backdrop for your special day and may be rented separately or together. The Mission is ADA accessible.

### Availability

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

**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 15<sup>th</sup> and the weekend prior to and following August 15<sup>th</sup>.

**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.

**May**, 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. Rehearsals during

other times of the year need to be coordinated with park management. Catholic weddings, as a matter of courtesy, should be approved by the Priest of St. Rita's Parish in Kellogg, Idaho (208) 786-2981.

## **Wedding Options**

**Please Note:** Each option listed below comes with a basic three (3) hour reservable time period for the Mission, West Courtyard or a combination of both. 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 beyond the three (3) hours will be charged at \$200.00 per hour up to four (4) hours. Each option includes park admission for all guests, set up and use of interior chairs for the Mission, parking assistance, and garbage removal.

**Weddings with 25 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, completion of a Group Use Permit and approval from the IDPR state director.**

**Option 1 – \$300** This option is designed for a small, intimate, yet beautiful wedding with 25 guests or less.

**Option 2 - \$500** This option is designed for a small wedding and reception of 50 guests or less.

**Option 3 - \$700** This option is designed for a medium to large gathering with 100 guests or less.

**Option 4 - \$1100** This option is designed for a large gathering up to 250 guests.

**Option 5 - \$1500** This option is designed for a large gathering up to 350 guests.

**Option 6 - \$1900** This option is designed for a large gathering of more than 350 guests up to 500.

## **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. Rental equipment provided by a rental company, such as chairs, tents, portable changing areas, port-a-potties, etc., must be removed before 9 a.m. the following morning. It is preferred that the rental equipment be removed the same day as the wedding event. The park is not responsible for any items left by a rental company that become lost or stolen.

## **Wedding Bookings & Confirmation**

Reservations may be made one year in advance and not 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 and deposits 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, fees and deposits are not paid in full and received within 14 days of booking, the reservation shall be void.

## **Damage/Cleaning Deposit**

A damage/cleaning deposit of \$100 is required at the time of payment. This deposit will be returned, in its entirety, to the responsible party within 30 days after the completion of the wedding event if:

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 responsible party returns the facility or site 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. The deposit will be returned in check form, if paid by check or cash, or credited to a credit card if payment was received by credit card.

## **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 chairs for inside the Mission. The wedding party must indicate that the chairs are desired for the event.

## **Rental Companies/Vendors/Caterers**

Caterers must be self-contained as there is no kitchen and limited water available. All rentals must be removed and picked up prior to 9:00 a.m. the following morning. The park is unable to store any rentals or decorations. Electricity is available for limited use. Prior arrangements need to be made for use with park management.

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, to ensure the return of the cleaning/damage deposit. Rental companies/vendors/caterers must make arrangements with park staff prior to set-up to determine areas to unload and load to avoid vehicles on lawn areas and damage to park features.

## **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. 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.

## **Music**

All music used during the event should be tasteful, appropriate and respectful. 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. 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. Music content must be family-friendly.

## **Trash Removal**

All trash must be placed in plastic trash 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 trash bags. If you have more trash than the receptacle can hold, you MUST carry the trash offsite for disposal. Trash may not be left outside the trash receptacle or anywhere else onsite, as it will attract wildlife. Please make sure that after depositing your trash that the containers are shut securely so animals do not get into them.

## **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.

**All Wedding Ceremonies 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 are aware of same policies. Failure to do so may result in forfeiture of cleaning/damage deposit and eviction from the park.**

1. To retain the historic significance of the building the 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 to hang pew markers or ribbons. 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.
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 candles is prohibited; except for one unity candle. Use of unity candle must be discussed with and approved by park manager prior to the wedding.
4. No pets are allowed except for canine assistants or service animals.
5. Wedding Parties are expected to leave the park property in its original condition. Wedding party and guests shall not pick flowers, fruits or disturb any foliage. 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 thrown anywhere on the Mission grounds either inside or out. Disregard of this policy will result in forfeiture of damage deposit. Please inform your guests of these rules.
7. Alcohol is allowed at the site; 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 (See Attachment A) for approval at least 5 months prior to the event. Remember that 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.
9. The Wedding Option time slot includes the time it takes to set up, ceremony time, teardown and clean-up. All decorations and incidentals that are supplied by the wedding party for the wedding must be removed within the allotted time. Rental equipment provided by a rental company, 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 hrs after the event will become the property of the park.
10. 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 their use.
11. Each wedding party shall have a designated responsible individual. 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 forfeiture of paid fees and deposit.

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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](mailto:old@idpr.idaho.gov) if you have questions or concerns.

I, the undersigned and 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: \_\_\_\_\_

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Responsible Individual Contacts:

**(Primary Person)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Event starts (time): \_\_\_\_\_ Ends (time) \_\_\_\_\_ Est. # of Guests \_\_\_\_\_

**Bride**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**(Secondary Person)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

**Groom**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Wedding Option: (check all that apply)**

☐ **Option 1** \_\_\_ Mission \_\_\_ West Courtyard

☐ **Option 2** \_\_\_ Mission \_\_\_ West Courtyard

☐ **Option 3** \_\_\_ Mission \_\_\_ West Courtyard

☐ **Option 4** \_\_\_ Mission \_\_\_ West Courtyard

☐ **Option 5** \_\_\_ Mission \_\_\_ West Courtyard

☐ **Option 6** \_\_\_ Mission \_\_\_ West Courtyard

Interior Chairs Needed: \_\_\_ Yes \_\_\_ No

Electricity Needed: \_\_\_ Yes \_\_\_ No

Unity candle: \_\_\_ Yes \_\_\_ No

RV Parking Area Needed: \_\_\_ Yes \_\_\_ No

**PAYMENT DETAILS:**

Non Refundable Reservation Fee: \$ 25 \_\_\_\_\_

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

Cleaning/Damage Deposit: \$100 \_\_\_\_\_

Wedding Option & Amount: (circle one) 1 (\$300) 2 (\$500) 3 (\$700) 4 (\$1100) 5 (\$1500) 6 (\$1900) \_\_\_\_\_

Additional hour requests at \$100 per hour: (circle one) 1 2 3 4 (x \$200) \_\_\_\_\_

Additional Fees: \_\_\_\_\_

\*\*Tax (All fees are taxable (6%) except the cleaning/damage deposit) \*\*\* \_\_\_\_\_

Total Charges: \_\_\_\_\_

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

Check: \_\_\_\_\_ Visa: \_\_\_\_\_ MasterCard: \_\_\_\_\_ Money Order: \_\_\_\_\_ Cash: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

Name on Card \_\_\_\_\_ Ex Date \_\_\_\_\_ Number on back of card: \_\_\_\_\_

**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)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**(Secondary Person)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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](mailto: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.)

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

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

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

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

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

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

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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](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 \_\_\_\_\_

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\$ \_\_\_\_\_ 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 \_\_\_\_\_

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**IDPR USE ONLY**

**Application**    Approved ☐    Denied ☐

**Approved Subject to Conditions**    ☐ Yes    ☐ No

**Conditions** \_\_\_\_\_

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**APPROVAL**

\_\_\_\_\_  
Park/Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Region Bureau Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Date

