



# Wedding Permit application



(We welcome your simple, small ceremony on the beach)

Town of Old Orchard Beach | Town Clerk's Office | 1 Portland Avenue | Old Orchard Beach, ME 04064 | Phone: (207) 934-4042 | Fax: (207) 934-7967

Office  
Use Only

Application Number: _____	Date Received: _____
Fee Paid: YES _____ NO _____	Date FD/PD sign off: _____
Administrative Sign-Off: _____	

- 1. Incomplete applications, and failure to submit the required fee, will cause the permit to be returned without approval.**
2. Insurance, listing the Town of Old Orchard Beach as additionally insured, with a minimum coverage amount for property damage and bodily injury of \$500,000 and must be provided with the completed application.
3. You will be contacted by the Town Clerk's Office when permit has been authorized.
4. Wedding Ceremony permits are for less than 25 people. If 25 or more, a Special Event Permit application is required.

Location of Event CHOICE	
	<b>Town Beach</b> YES _____
	<b>Memorial Park</b> YES

**REQUIRED INFORMATION**

Date submitted: \_\_\_\_\_ Date of Proposed Wedding: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Time of Ceremony: \_\_\_\_\_

Proposed Wedding Ceremony Location: \_\_\_\_\_

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

Home Phone number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

**TENTS, ARCHES OR SEATING:**

Type of element	# of items	Sizes

<u>SET-UP TIME</u>	<u>ACTUAL EVENT HOURS</u>	<u>TAKE DOWN STARTS</u>	<u>TAKE DOWN ENDS</u>

Note: The issuance of the permit is based upon the information contained in this application only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. Any change(s) to the application shall be submitted to the Office of the Town Clerk for review.

I hereby certify that I am aware of the conditions and requirements for having a wedding ceremony and agree to comply with the conditions and requirements. I understand that failure to comply with the conditions would mean cancellation of this permit and possible denial of future permits.

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Official Use Only Below**

Application # \_\_\_\_\_ Date completed application received: \_\_\_\_\_

Reviewed by FD/PD and ready: \_\_\_\_\_ Town Manager Sign Off: \_\_\_\_\_

Applicant notified: \_\_\_\_\_

**Town of Old Orchard Beach**  
**INSTRUCTIONS FOR WEDDING**  
**CEREMONIES**

1. Beach ceremonies:

- A. No alcoholic beverages of any kind are allowed on public property.
- B. Do not block pathways to the beach.
- C. All parking restrictions must be obeyed.
- D. Do not leave arches, chairs, fence, ribbons, beverage containers, decorations, etc., behind. Basically, if you bring it out to the beach, please take it with you after the event. Clean up after yourself and your guests and please leave only footprints. Use of public trash cans is prohibited for a private function.
- E. If a bonfire is requested, a bonfire permit application must be filled out. The cost will remain at \$50 per day as long as the location remains the same.
- F. No dogs are permitted on the beach from Memorial Day to Labor Day between the hours of 10 a.m. and 5 p.m.
- G. No tents larger than 10' x 10' "pop-up".
- H. No generators or motor vehicles allowed on the beach.
- I. Old Orchard Beach offers many natural and beautiful settings to pose for your wedding photos. Please obey the environmental rules when choosing a site and obey the beach signs, including not entering the Dunegrass area.
- J. Marriage License: If you reside outside the State of Maine, please contact the Old Orchard Beach Town Clerk's Office, 1 Portland Avenue, Old Orchard Beach, ME 04064, or call 207-934-4042. If you reside within the State of Maine, please contact your local Municipal Clerk.
- K. No beach wedding permits will be issued during the daytime hours (10 a.m. to 6 p.m.) during July and August and Labor Day Weekend, and if there are any Special Event Permits approved for that location.
- L. Amplified sound is permitted (within noise ordinance regulations).
- M. There are numerous scheduled activities including beach cleaning and public events, etc., that occur throughout the year in a variety of locations in municipality which cannot be impeded by the wedding.

- 2 . Application for the permit must be made to the Office of Town Clerk,
  - a. By mailing to Office of Town Clerk, 1 Portland Avenue, Old Orchard Beach, ME 04064 or
  - b. Faxed (207) 934-7967 or
  - c. Emailed to [kmclaughlin@oobmaine.com](mailto:kmclaughlin@oobmaine.com) or
  - d. The applicant may also stop by the Office of the Town Clerk located at 1 Portland Avenue during regular office hours, 8 a.m. to 4 p.m. Monday through Friday, with extended office hours until 6 p.m. on Tuesdays. Please call ahead for holidays.
  - e. If submitting by fax or e-mail, the applicant must contact the Town Clerk's Office at 207-934-4042, to pay by phone with a credit card/debit card.

**Application must be submitted a minimum of one week (1) prior to the date of the scheduled wedding, with the required insurance.**

**The applicant will be notified when the wedding permit is ready.**

3. A non-refundable Permit Fee of \$50.00 can be paid in the form of a check, money order, (payable to the Town of Old Orchard Beach), cash and/or credit card and must be paid upon submitting the completed application.
4. A refundable **CASH** deposit of \$100 is required for all fires. The deposit will be returned if the Public Works Department and/or Fire Department has determined the area is clean.
5. Piping Plovers are state and federally protected birds and nest on the beach from as early as April to August. In the event there are any active piping plover nests in the vicinity of your bonfire, you may have to move your event farther down the beach. We will know approximately one week prior to the event. You will be notified if you need to move your event at the phone number listed on the application.

Recipient of the Wedding Permit instructions initials\_\_\_\_\_