

## 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	Application Number: Date Received:	
Use Only	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.
- 5. No beach wedding permits will be issued during July and August and Labor Day Weekend, and if there are any Special Event Permits approved for that location. Wedding permits at other times will be at the discretion of Town Officials.

Location of Event		CHOICE
	Beach	YES
	Memorial Park	YES

## REQUIRED INFORMATION

Date submitted:	Date of P	Proposed Wedding:						
Set-up time:	Time of C	eremony:						
Proposed Wedding Co	eremony Location:							
Applicant Name:								
Home Phone number: Cell Number:								
Address:								
TENTS, ARCHES OR SI	EATING:							
Type of element	# of items		Sizes					
SET-UP TIME	ACTUAL EVENT HOURS	TAKE DOWN STARTS	TAKE DOWN ENDS					
unsatisfactory conditions resulti application shall be submitted to I hereby certify that I am aware	ing from errors, omissions or fa to the Office of the Town Clerk of the conditions and requirement	ents for having a wedding ceremon	s. Any ch ny and a	gree to comply with the				
conditions and requirements. It possible denial of future permits	inderstand that failure to compl	y with the conditions would mean	cancella	ition of this permit and				
Applicants Signature	e Only Below	Date						
	Official Us	<u>e Only Below</u>						
Application #	n # Date completed application received:							
Reviewed by FD/PD ar	nd ready:	Town Manage	r 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, including Memorial Park and the beach.
- 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 9 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. Amplified sound is permitted (within noise ordinance regulations).
- L.. 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 townclerks@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 permitted area, 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
*	_		