



**CITY OF PORTLAND
PUBLIC ASSEMBLY FACILITIES DIVISION
WEDDING PERMIT APPLICATION**
212 CANCO ROAD • SUITE A • PORTLAND, ME • 04103
PHONE (207) 808-5434 • (207) 808-5400
rgroh@portlandmaine.gov

**APPLICATION FEE \$25.00
PAYMENT MUST BE MADE WHEN SUBMITTING APPLICATION**

(This is a transferrable/non-refundable fee. If your event is permitted, the \$25.00 will be credited toward your permit fee.)

**USE OF CITY PROPERTY TYPICALLY REQUIRES THE FOLLOWING:
FEES CHARGED FOR USE OF AREA • SECURITY DEPOSIT • INSURANCE (IF NECESSARY)**

\$250.00 PER HOUR - FORT ALLEN PARK

\$150.00 PER HOUR – ALL OTHER PARKS

**THE CITY RESERVES THE RIGHT TO SCHEDULE A LARGE-SCALE EVENT ON THE EASTERN PROMENADE
ON THE SAME DAY AS YOUR PERMITTED EVENT.**

**SECTION I
ORGANIZER INFORMATION**

TODAY'S DATE		NAME		NAME	
ADDRESS		CITY		STATE	ZIP
HOME PHONE		CELL		WORK	FAX
EMAIL ADDRESS		EMAIL ADDRESS			

PARK AREA OR PUBLIC SPACE REQUESTED:		DAY & DATE:	
START TIME: <i>Include set-up time</i>		END TIME: <i>Include clean-up time</i>	
HOW MANY GUESTS (INCLUDING WEDDING PARTY) DO YOU EXPECT TO ATTEND THE CEREMONY?		START & END TIME OF CEREMONY:	

DO YOU WANT TO RESERVE A RAIN DATE? <i>THE RAIN DATE RESERVATION FEE IS 50% OF THE ORIGINAL FEE</i>	DATE:	TIMES:
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MARRIAGE LICENSE	ADDRESS/CONTACT INFORMATION
<ul style="list-style-type: none"> If you reside in Maine, you must apply for a State of Maine Marriage License in the town where you live. If either party lives in Portland or neither party lives in Maine, you may apply for your marriage license at: 	Portland City Hall 389 Congress Street Portland, ME 04101 ATTN: City Clerk's Office (207) 874-8610

DESCRIPTION OF CEREMONY: <i>Please be specific regarding area of public space or park you are requesting.</i>

WHAT WILL BE YOUR ANTICIPATED NEED FOR PARKING & WHAT IS YOUR PARKING PLAN?

The City of Portland strictly prohibits vehicles from parking on grass areas.

SECTION II

PLEASE READ CAREFULLY AND ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER YES, PLEASE REFER TO CONTACT INFORMATION & FEES.		X - YES	X - NO
1.	Are you setting up a PA Sound System for Amplified Music? <ul style="list-style-type: none"> If you answered YES, your event may require a concert license. PAFD office will advise. There are time restrictions for amplified speech/music in Downtown Parks & Squares: 11:45am – 1:15pm and 1 hour limit between 5:00 – 8:00pm 		
2.	Are you setting up a PA Sound System for Voice Only?		
3.	Will your event require electricity? <ul style="list-style-type: none"> Electricity is available at some of Portland’s parks & squares. You may inquire regarding the specific park/public space you are interested in utilizing. A \$40 activation/de-activation fee is assessed for use of electricity. 		
4.	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? <ul style="list-style-type: none"> Porta-Restrooms are required for large events and events where food is being served. Event participants may use porta-restrooms already located in our parks. A \$25 fee is assessed for events where attendance is 150 or more. Porta-restrooms are cleaned on Mondays, Wednesday & Fridays. If you would like to have the porta-restroom cleaned for your event (or if you would like to rent a port-a-restroom unit), please contact Associated Septic at (207) 799-1980. Existing porta-restrooms are located in the following areas: Preble Street Parking Lot (across from Hannaford) Payson Park (dirt lot off first entrance) Deering Oaks Park (near the playground & across from the Ravine) East End Beach (*Late fall to early spring, only East End Beach units are still on site.) 		

SECTION III

1.	If you are setting up canopies for your event, please state how many, the size and exact location(s) of placement. <ul style="list-style-type: none"> Canopies must be no larger than 10 ft X 10 ft in size. 			
How many?		Size?		Location? (Please be specific.)
2.	If you are requesting to set up a tent(s) for your event, please state how many, the size and exact location(s) of placement. <ul style="list-style-type: none"> A canopy/tent or stage larger than 10’x10’ needs to be approved by PAFD and a Temporary Tent or Stage Permit issued by Building Inspections. For permit application, please go to: http://portlandmaine.gov/DocumentCenter/Home/View/2317 or contact the Permitting and Inspections Department at buildinginspections@portlandmaine.gov or 874-8703 for more information. PLEASE apply at least 2-weeks before your event. In order to drive tent stakes into the ground, DIG SAFE must be contacted at (888) 344-7233. 			
How many?		Size?		Location? (Please be specific.)
3.	If you are setting up tables, how many?		If you are setting up chairs, how many?	
4.	If you are placing other items or equipment on City Property, please list them: <ul style="list-style-type: none"> For example: an arbor, trellis, awning, etc. 			
5.	If your ceremony requires a street closure, please list the street(s) and timeframe below:			

6.	<p>If your ceremony requires safety vests, signs, barricades and/or cones, please list how many below.</p> <ul style="list-style-type: none"> A limited number may be borrowed/rented from PAFD when available. For ceremonies at Fort Allen Park, two barricades will be left at the top of the circle near the park entrance. 						
Number of vests:		Number of barricades:		Number of cones:		Number of signs:	
7.	<p>If you would like to reserve parking spaces for your ceremony, how many are you requesting?</p> <ul style="list-style-type: none"> If you wish to post <u>one or two</u> "no parking" signs to reserve a parking spot for the Bridal Party (free of charge), please call (207) 808-5434 to make arrangements. You will need to make an appointment to pick up "No Parking" signs at PAFD (212 Canco Rd.) at least 48 hours in advance of ceremony date. Signs for additional reserved parking spaces may be purchased from the PAFD office (\$25/ea). You must post the "No Parking" signs at the public park and/or space at least 24 hours prior to your ceremony. 						
8.	<p>If you are serving food at your ceremony, please read below:</p> <ul style="list-style-type: none"> If you are serving or selling food, you will need approval from PAFD. A Temporary Food Service License from the Business Licensing may be required (PAFD will advise) 						

**SECTION IV
INSURANCE**

INSURANCE CERTIFICATES	
If required, please email at least 30 days in advance to: rgroh@portlandmaine.gov	
<ul style="list-style-type: none"> The City does not generally require general liability insurance coverage for wedding ceremonies unless you will be placing any large items on City property (i.e. tent, arbor, etc.). Please have "City of Portland, Maine" listed as additional insured (minimum of \$400,000) general liability in regards to said event and activities on that date. If your event has been approved for serving food, Product Liability may also be required in addition to General Liability. 	

**SECTION V
EVENT POLICIES**

ELECTRICITY
<ul style="list-style-type: none"> All cords in public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) you must not use electricity unless all connections and equipment are covered & protected from the elements. If a generator is used, please take all necessary measures to ensure safe operation. Bring a fire extinguisher, set generator up away from activities (and combustibles), store fuel source away from the generator and keep children away from the generator.

TRASH
<ul style="list-style-type: none"> All groups/organizations must abide by our Carry-In/ Carry-Out Policy. Please bring extra trash bags and/or trash receptacles and remove all of your trash from area once event is over. Please recycle whenever possible (please do not use Styrofoam - it is NOT recyclable). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. <i>Thank you in advance!</i>

ALCOHOL/SMOKE-FREE ZONES
<p>By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Consumption of alcohol is prohibited in public spaces unless specifically approved by City Council. Please inform all participants / attendees.</p>

MARKING OF GROUNDS
<ul style="list-style-type: none"> Event Organizers MUST NOT use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk or tape can be used on hardscape areas with permission from the PAFD Office. Please remove all signage immediately following the event.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Vehicles are prohibited from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$25 deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to grass areas will result in forfeiture of your security deposit.**

AMPLIFIED SOUND

- Outdoor events with amplified sound may require a Concert License from the PAFD Office.
- If the Police Dept./City Staff receive noise complaints, they will respond accordingly.
- Please set the PA System up with speakers facing away from businesses/residences to lessen impact.
- Please keep volume levels low out of consideration for nearby residents and businesses.
- The Permittee (organizer) shall not allow the sound emanating from the event to exceed an A-weighted 92 decibels. One verbal warning shall be issued if the sound has been found to have exceeded 92 decibels. The warning may be given to the sound board operator or the organizer/organizer’s designee. If the 92 decibel limit is found to have been exceeded a second time during the same event, the single event concert permit (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

USE OF CANDLES

It is preferred that LED lighted candles or glow sticks are used. If flammable candles are used, please make sure all candles have drip protectors to prevent wax from dripping on hardscape surfaces, which may cause permanent stains/damage. Please make sure all candles are extinguished before being thrown away. Please collect all spent candles so there is no trash left behind. Please take safety precautions: bring a fire extinguisher, gallon of water, etc. in case of fire. **Any damage** (dripped wax absorbed into hardscape causing stains, etc.) **will result in a forfeiture of your security deposit.**

CANCELLATION

- Event must be cancelled with PAFD prior to event date in order to be eligible for a refund.
- If cancelled within 2 weeks of scheduled event date, a \$75 cancellation fee may be charged (\$125 for Fort Allen weddings).

NOTIFICATION

- Please keep a copy of your permit on site at all times. City staff may require proof of permit.
- If there are members of the public in your reserved space upon arrival, please present your permit for proof of reservation and approved usage.
- If you need assistance, please contact the Police Department at (207) 874-8574.

REVOCABLE PERMIT

- The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- The City reserves the unconditional right to revoke or revise an issued permit.

ADA / MHRA COMPLIANCE

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	INITIAL:		DATE:	
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ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an “as is” condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event. Nothing in this Agreement constitutes a waiver of any defense, immunity or limitation of liability that may be available to the CITY, or its officers, agents or employees under the Maine Tort Claims Act (Title 14 M.R.S.A. 8101 et. seq.), and shall not constitute a waiver of other privileges or immunities that may be available to the CITY.

I HAVE READ AND AGREE TO THE ASSUMPTION OF RISK & LIABILITY	INITIAL:		DATE:	
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**SECTION VI
PAYMENT INFORMATION**

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

• Please make out separate checks for permit fees and security deposits.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:

• Public Assembly Facilities Division • 212 Canco Road • Portland, ME • 04103 or email to: rgroh@portlandmaine.gov

TOTAL AMOUNTS DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION
 \$250.00 per hour Fort Allen Park / \$150.00 per hour all other parks. Half-hour increments are NOT available.
\$125.00 non-refundable for Fort Allen weddings / \$75.00 non-refundable for weddings in all other parks.

TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT:	
Permit Fee:	\$
Porta-Restroom Fee (events with 150 attendees or more):	\$
Rain Date Fee (50% of permit fee):	\$
Electricity (activation/de-activation) Fee:	\$
Security Deposit(s):	\$
TOTAL DUE	\$

PAYMENT IS DUE IN FULL TO SECURE YOUR RESERVATION.

FOR OFFICE USE ONLY

APPLICATION FEE:	\$ 25.00	PERMIT FEE:	\$	SECURITY DEPOSIT:	\$	INSURANCE NEEDED?	Y / N
DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:	

PAYMENT TYPE

CREDIT CARD NUMBER:		CHECK NUMBER:		CHECK AMOUNT:	\$	CASH AMOUNT:	\$
CREDIT CARD AMOUNT:	\$	CREDIT CARD EXP. DATE:		CHECK NUMBER:		CHECK AMOUNT:	\$

PLEASE NOTE: A \$3.00 or 2.65% SERVICE FEE (whichever is greater) WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS.

PLEASE TAKE ALL NECESSARY SAFETY PRECAUTIONS TO ENSURE A SAFE & ACCIDENT-FREE EVENT. THANK YOU!