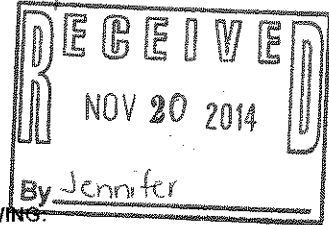




CHANGED to 10/17/15

CITY OF PORTLAND, PUBLIC SERVICES  
WEDDING PERMIT APPLICATION  
55 Portland Street ~ Portland ~ ME ~ 04101  
207-874-8751 ~ Fax 207-874-8816  
jdoyle@portlandmaine.gov



USE OF CITY PROPERTY, TYPICALLY REQUIRES THE FOLLOWING:  
FEES CHARGED FOR USE OF AREA ~ INSURANCE (IF NECESSARY)  
\$40.00 PER HOUR

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

Check processed on 12/15  
Permit Sent

SECTION I  
ORGANIZER INFORMATION

TODAY'S DATE	11/12/14	NAME	HALEY COCHENNET	NAME	NICK HESLIP		
ADDRESS	12 EAST 86 <sup>th</sup> STREET Apt. 928	CITY	New York	STATE	NY	ZIP	10028
HOME PHONE #		CELL #	(970) 749-5747	WORK #		FAX #	
EMAIL ADDRESS	haley.cochennet@gmail.com		EMAIL ADDRESS	nheslip@gmail.com			

PARK AREA OR PUBLIC SPACE REQUESTED:	Ft. Allen Park	DAY & DATE	Saturday 10/10/15		
START TIME: <i>Include set-up time</i>	2:00 pm	END TIME: <i>Include clean-up time</i>	6:00 pm	START & END TIME OF CEREMONY:	4 hrs
HOW MANY GUESTS (INCLUDING WEDDING PARTY) DO YOU EXPECT TO ATTEND THE CEREMONY?					~40
WILL THE RECEPTION TAKE PLACE AT THE SAME LOCATION?					No

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

**DESCRIPTION OF CEREMONY:** *Please be specific regarding area of public space or park you are requesting.*

The ceremony will take place east of the Ft. Allen gazebo. Need full access to the gazebo and the immediate surrounding area.

**WHAT WILL BE YOUR ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**  
*City of Portland Public Services has a strict policy that prohibits vehicles from parking on grass areas.*

1 bus or 2 limos ; 1 truck to transport supplies

**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.	<p><b>Are you setting up a PA Sound System for Amplified Music?</b></p> <ul style="list-style-type: none"> <li>• If you answered yes, your event requires a concert license from the City Clerk's Office.</li> <li>• There are time restrictions for amplified music in Downtown Parks &amp; Squares                             <ul style="list-style-type: none"> <li>A. 11:45am – 1:15pm</li> <li>B. 1 hour between the hours of 5:00pm – 8:00pm</li> </ul> </li> </ul>		X
2.	<p><b>Are you setting up a PA Sound System for Voice Only?</b></p> <ul style="list-style-type: none"> <li>• Voice Only ~ No Music ~ does not require a concert license from the City Clerk's Office</li> </ul>		X
3.	<p><b>Will your event require electricity?</b></p> <ul style="list-style-type: none"> <li>• Electricity is available at some of the parks &amp; squares (Monument Square, Congress Square, Deering Oaks Park, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, and Fort Allen Park).</li> </ul>	X	
4.	<p><b>Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?</b></p> <ul style="list-style-type: none"> <li>• Event participants may use porta-restrooms already located in our parks</li> <li>• A \$25 fee is assessed for events where attendance is 150 or more.</li> <li>• Porta-restrooms are automatically cleaned on Mondays, Wednesday &amp; Fridays.</li> <li>• If you would like to have the porta-restroom cleaned for your event, please contact Associated Septic at 799-1980</li> <li>• Porta-Restrooms are required for large events and events where food is being served. 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 (across from the playground, at the Ravine)                              East End Beach</li> </ul>		X

**SECTION III**

1.	<p><b>If you are setting up canopies for your event, please state how many, the size, and exact location(s) of placement?</b></p> <ul style="list-style-type: none"> <li>• Canopies must be <b>no larger than 10 ft X 10 ft in size</b></li> <li>• Canopies in large areas such as Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area, etc., do not require Public Services' review and permission.</li> <li>• Smaller parks and squares such as Congress Square, Tommy's Park, Post Office Park, etc. do require Public Services' review and permission.</li> </ul>				
How many?		Size?		Location <i>(Please be specific.)</i>	
2.	<p><b>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?</b></p> <ul style="list-style-type: none"> <li>• Canopies or tents <b>larger than 10 ft x 10 ft</b> need to be approved by Public Services</li> <li>• A Tent Permit is issued from Inspections Division.</li> <li>• Please call Inspections for information on their application process. 207-874-8696</li> <li>• Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward.</li> <li>• In order to drive tent stakes into the ground, DIG SAFE must be contacted @ 1-888-344-7233.</li> </ul>				
How many?		Size?		Location <i>(Please be specific.)</i>	
3.	<p><b>If you are setting up tables, how many?</b></p>		<p><b>If you are setting up chairs, how many?</b></p>	~400	
4.	<p><b>If you are placing other items or equipment on City property, please list them:</b></p> <ul style="list-style-type: none"> <li>• For example... arbor, trellis, awning, etc</li> </ul>				

Trellis

5. If your ceremony requires a street closure, please list the street(s) and time frame below:

Street around Ft. Allen Park ~~4pm - 6pm~~  
4pm - 5pm

6. If your ceremony requires safety vests, signs, barricades and/or cones, please list how many below

- A limited number of orange vests and cones may be borrowed from Public Services when available.
- Barricades and signs are borrowed from Public Services, Customer Service.
- Please contact Customer Service @ 874-8493 to reserve barricades.
- 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:	
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7. If you would like to reserve parking spaces for your ceremony, how many spaces will you require?

- If you wish to post one or two "no parking" signs in order to reserve a parking spot for the Bride (free of charge), please call me at 207-874-8801 to make arrangements
- You will need to pick up "no parking" signs at Public Services ~ 55 Portland Street ~ at least 48 hours in advance of ceremony date
- To reserve additional parking spaces, please contact Catherine Baier at 874-8801.
- You may post the "No Parking" signs at the public park and/or space in the early morning hours on the day of the ceremony

2 spaces

8. If you are serving food at your ceremony, please read below:

- If you are serving or selling food, you will need approval from Public Services
- A Temporary Food Service License from the City Clerk's Office is needed, even if food is given away or pre-packaged.

**SECTION IV  
INSURANCE**

**INSURANCE CERTIFICATES INFORMATION**  
 Fax or e-mail at least 30 days in advance to: 207-874-8816 or [jdoyle@portlandmaine.gov](mailto:jdoyle@portlandmaine.gov)

1.

- The City does not generally require general liability insurance coverage for wedding ceremonies unless you are having the reception on City property or 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 is also required, in addition to General Liability.

**SECTION V  
EVENT POLICIES**

**ELECTRICITY POLICY**

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 may **not use** electricity.

**BBQ's ~ GAS GRILL POLICY**

- Only gas grills are allowed in any parks/public spaces (No charcoal or open flame).
- Grills must be set up away from all children's activities.
- Barbecuing must first be approved by Public Services with possible further review by the Fire Department and is subject to weather conditions.
- We require that you have a fire extinguisher with you.

**TRASH POLICY**

- 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.

*Thank you in advance!*

**ALCOHOL/TOBACCO FREE ZONES POLICY**

- Portland parks, athletic facilities, playgrounds, and all public space areas are designated as alcohol free-/tobacco-free zones.
- Please pass this information along to your participants.

**NOTIFICATION POLICY**

- 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 space upon arrival, please present your permit for proof of reservation and use.
- If there is someone you would rather not approach, please contact the Police Department at 207-874-8574, for assistance.

**REVOCABLE PERMIT POLICY**

- 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.

**CANCELLATION POLICY**

- \$40 Public Services Department permit processing fee is non-refundable.
- In order to receive a refund, you must cancel prior to the event date.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	HAC	DATE	11/13/14
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**ASSUMPTION OF RISK & LIABILITY**

User of park/public space area accepts 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.

I have read and agree to the Assumption of Risk & Liability	TYPE INITIALS	HAC	DATE	11/13/14
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**SECTION VI  
PAYMENT INFORMATION**

**PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"**

- Please make out any and all security deposit checks separate from permit fees.

**PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:**

- Public Services ~ 55 Portland Street ~ Portland ~ ME ~ 04101 or email to: [jdoyle@portlandmaine.gov](mailto:jdoyle@portlandmaine.gov)

**TOTAL AMOUNTS DUE TO PUBLIC SERVICES DEPARTMENT**

\$40 per hour (I.e. 3-hour event totals \$120.00). Half hour increments are not available.  
\$40.00 is non-refundable.

<b>TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT</b>	4 hrs
Public Space Permit Fee Amount Due	\$ 160
Rest Room Fee for over 150 people (\$25)	\$
Rain Date (50% of Permit Fee)	\$
Security Deposit (vests, barricades, cones)	\$
<b>TOTAL DUE</b>	<b>\$ 160</b>

**TO SECURE YOUR RESERVATION PAYMENT IS DUE IN FULL.**

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$0.00
<b>PAYMENT TYPE</b>					
PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"	CK #	CK AMT	\$	CASH AMOUNT	\$
	CK #	CK AMT	\$	CASH AMOUNT	\$

*Please take all necessary safety precautions to ensure a safe and accident-free event.  
Thank you and congratulations!*