



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

**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

\$100.00 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>	
START & END TIME OF CEREMONY:			
HOW MANY GUESTS (INCLUDING WEDDING PARTY) DO YOU EXPECT TO ATTEND THE CEREMONY?			
WILL THE RECEPTION TAKE PLACE AT THE SAME LOCATION?			

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? <i>City of Portland PAFD has a strict policy that prohibits vehicles from parking on grass areas.</i>

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? If you answered YES, your event requires a concert license from the Business Licensing Office. There are time restrictions for amplified 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? Voice Only (No Music) does not require a concert license from the Business Licensing Office.		
3.	Will your event require electricity? Electricity is available at some of Portland’s parks & squares. You may inquire regarding the specific park/public space you are interested in utilizing.		
4.	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? <ul style="list-style-type: none"> • 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, please contact Associated Septic at (207) 799-1980. • Porta-Restrooms are required for large events and events where food is being served. Existing porta-restrooms 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 & across from the Ravine) East End Beach 		

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. • Canopies in large areas such as Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area, etc., do not require PAFD review and permission. • Smaller parks and squares such as Congress Square, Tommy’s Park, Post Office Park, etc., do require PAFD review and permission. 				
	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"> • Canopies or tents larger than 10 ft x 10 ft need to be approved by PAFD. • A Tent Permit must be issued from Inspections Division. • Please call Inspections at (207) 874-8693 for information on their application process. • PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. • 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. If your ceremony requires safety vests, signs, barricades and/or cones, please list how many below:							
<ul style="list-style-type: none"> • A limited number of orange vests and cones may be borrowed from PAFD when available. • Barricades and signs are borrowed from Public Works, Customer Service. • Please contact Customer Service at (207) 874-8493 to reserve barricades. • <i>For ceremonies at Fort Allen Park, two barricades will be left at the top of the circle near the park entrance.</i> 							
Number of vests:		Number of barricades:		Number of cones:		Number of signs:	
7. If you would like to reserve parking spaces for your ceremony, how many spaces will you require?							
<ul style="list-style-type: none"> • If you wish to post one or two “no parking” signs in order to reserve a parking spot for the Bridal Party (free of charge), please call (207) 808-5434 to make arrangements. • You will need 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 (\$15/ea.). • You must post the “No Parking” signs at the public park and/or space at least 24 hours prior to your ceremony. 							
8. If you are serving food at your ceremony, please read below:							
<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 needed, even if food is given away. 							

**SECTION IV
INSURANCE**

INSURANCE CERTIFICATES	
Please email at least 30 days in advance to: rgroh@portlandmaine.gov	
1.	<ul style="list-style-type: none"> • 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	
<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. 	

BBQ's / GAS GRILL POLICY	
<ul style="list-style-type: none"> • 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 PAFD with possible further review by the Fire Department and is subject to weather conditions. • You are required to have a fire extinguisher in the grilling area. 	

TRASH POLICY	
<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/TOBACCO-FREE ZONES POLICY	
<ul style="list-style-type: none"> • Portland parks, athletic facilities, playgrounds, and all public space areas are designated as alcohol/tobacco-free zones. • Please pass this information along to your participants/attendees. 	

NOTIFICATION POLICY
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • \$50 non-refundable cancellation fee due to Public Assembly Facilities Division (\$125 for Fort Allen weddings). • In order to receive a refund, you must cancel prior to the event date.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	INITIAL:		DATE:	
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ASSUMPTION OF RISK & LIABILITY					
<p>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.</p>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">I HAVE READ AND AGREE TO THE ASSUMPTION OF RISK & LIABILITY</td> <td style="width: 15%;">INITIAL:</td> <td style="width: 15%;"></td> <td style="width: 10%;">DATE:</td> <td style="width: 10%;"></td> </tr> </table>	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”
<ul style="list-style-type: none"> • Please make out separate checks for permit fees and security deposits.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:
<ul style="list-style-type: none"> • 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 / \$100.00 per hour all other parks. Half-hour increments are NOT available. <b style="color: red;">\$125.00 non-refundable for Fort Allen weddings / \$50.00 non-refundable for weddings in all other parks.	
TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT:	
Public Space Permit Fee :	\$
Porta-Restroom Fee (events with 150 attendees or more):	\$
Rain Date (50% of permit fee):	\$
Security Deposit(s):	\$
TOTAL DUE	\$
PAYMENT IS DUE IN FULL TO SECURE YOUR RESERVATION.	

FOR OFFICE USE ONLY									
APPLICATION RECEIVED:		PAYMENT RECEIVED:		INSURANCE RECEIVED:		PERMIT FEE:	\$	SECURITY DEPOSIT:	\$
PAYMENT TYPE									
CREDIT CARD NUMBER:				CHECK NUMBER:		CHECK AMOUNT:	\$	CASH AMOUNT:	\$
CREDIT CARD AMOUNT:	\$	CREDIT CARD AMOUNT:	\$	CHECK NUMBER:		CHECK AMOUNT:	\$	CASH AMOUNT:	\$

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