

Wedding & Photography Policy Application

Applicant Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____

E-mail _____

Date Requested: _____

Location Requested: _____

Total Number of People: _____

Non-Amplified Music: _____

Event Description: _____

The Town of Arlington's beautiful parks and gardens offer space for small weddings and photographs. These and other types of events require a permit issued by the Arlington Recreation Department.

Although weddings and wedding photographs are private affairs, when held in a park couples, attendants, guests, and photographers must strive to conduct their ceremony and photographs in a manner that does not impact or deter the general public's enjoyment of our parks.

This policy is in accordance with Park Commission Rules Regulations. To ensure park protection and little or no park disruption, the Department enforces limit capacity and activities within the following guidelines.

General Guidelines:

Couples must apply for a wedding ceremony or photographs by submitting a Field Request and a cashier's or bank check payable to the Town of Arlington at least 10 business days prior to the event.

Town of Arlington Residents \$ 50.00

Non-Arlington Residents \$100.00

Application fees are non-refundable.

Please see reverse side for permit conditions

A site visit is strongly recommended.

No rehearsals are permitted.

The Department does not offer alternate locations or rain dates to be used in case of bad weather. It is recommended to have a back-up plan.

The wedding party is responsible for cleaning the area used following the wedding ceremony or photographs. Any trash generated by your party must be removed prior to your departure.

Parking is limited at most parks; car-pooling is advised. Illegal parking is subject to tagging and towing at the owners' expense.

No event or directional signs are allowed. It is suggested that you specify the exact location in your invitations and place an attendant at the nearest gate to guide your guests.

Permits will be issued under the following conditions:

- Wedding activities are scheduled between April 1 - December 1
- 60-minute maximum duration.
- Wedding activities are scheduled through the Recreation Department.
- Permit is issued for a maximum of 50 people including the wedding party
- No vehicles permitted or parking on park property.
- No tents, tables, chairs, altars, arbors, decorations, signs, rice, birdseed, confetti, glass, balloons, props, or animals.
- No amplified music or sound.
- No catered food or beverages.
- Cannot restrict other park visitors from the park nor block pathways.
- All trash and debris generated must be removed prior to departure.
- Locations for wedding ceremonies and photographs:
 - Menotomy Rocks Park
 - Spy Pond
 - Robbins Farm

Release/Indemnification of Town

In conjunction with any issued permit, I do hereby waive, relinquish, fully release, discharge and indemnify the Town of Arlington from any and all claims for injuries (personal and otherwise), damage or loss which I may have or which may accrue to me or anyone associated with my activity on account of my permitted use of the Town's parks and gardens.

I have read and understand the permit conditions:

Name

Date

policy approved 12/11/2007