

WEDDING RELATED EVENT PERMIT/AGREEMENT FOR LIGHTNER COURTYARD



City of St. Augustine, Florida / Department of Public Affairs

P. O. Box 210, St. Augustine, FL 32085-0210 / Phn: 904.825.1004 Fax: 904.825.1096

Web Site: www.CityStAug.com / Email: events@citystaug.com

GENERAL INFORMATION

Date of Event: _____ Location: Courtyard Menendez Park E. Loggia W. Loggia

Hours: From: _____ (AM) (PM) To: _____ (AM) (PM) Estimated Attendance _____

Bride's name _____ Groom's name _____

Mailing Address (Bride Groom): _____
(Street/P.O. Box, City, State, Zip)

Phones: Office: _____ (Bride Groom) Fax: _____ (Bride Groom):

Home: _____ (Bride Groom) Cell Phn: _____ (Bride Groom)

Email: _____ (Bride Groom)

Name of applicant (if not Bride/Groom): _____

Mailing Address: _____
(Street/P.O. Box, City, State, Zip)

Phones: Office: _____ Fax: _____ Home: _____ Email: _____

Contact person on day of event: _____ Relationship to Bride/Groom _____

(Important: This person must be present at event to check in with site manager prior to the start of the event.)

Phones: Office: _____ Home: _____ Cell Phn: _____

Please describe the event/ceremony: _____

INSURANCE REQUIREMENT

Applicant must provide a Certificate of Insurance verifying a General Liability policy coverage in the amount of not less than \$1,000,000 per occurrence / \$1,000,000 aggregate, and including the City of St. Augustine as a certificate holder/additional insured. Certificate may be from a professional planner's blanket coverage, provided the City of St. Augustine is included as an additional insured. Applicant may be able to request coverage as a rider to an existing homeowner's policy showing \$1,000,000 General Liability coverage per occurrence/\$1,000,000 aggregate. No permit will be issued without proof of required insurance.

APPLICANT AGREEMENT

Applicant's signature and initialing on this application indicates the entire permit application has been read and applicant agrees to abide by all applicable City ordinances and rules related to use of the Lightner Courtyard.

Signature Applicant _____ Date _____

FEES

	10am - 5pm	5pm - 8pm	
Ceremony	\$ 250.00	\$ 250.00	Photography or rehearsal permits are not issued for later than 4:00pm on Friday or Saturday.
Rehearsal or photography	35.00	N/A	

RESERVATIONS

Availability of Lightner Courtyard must be confirmed prior to submitting a permit application.

The Courtyard may be booked up to 24 months in advance, but only if a completed permit application is received by the Department of Public Affairs and the applicant received a confirmation of receipt.

Tentative reservations may be held for two full business days after receipt of a permit application by the Department of Public Affairs. If reservation is submitted through a third party (i.e. wedding planner), to apply a tentative hold the application must be accompanied by proof of a signed contract awaiting signatures. At the end of the two business days if payment has not been received, the tentatively reserved time/date will be released.

Reservations for Friday and Saturday after 4:00pm may be made only for 5:00pm-6:00pm and 6:30pm-7:30pm.

Photography or rehearsal permits are not available after 4:00pm on Friday or Saturday.

RULES AND GUIDELINES

Initial indicates
applicant agrees
to comply

- 1) All permit applicants will work with the city hired Courtyard Site Manager. All approved permit holders will meet with the Site Manager to confirm arrangement for the event. The Site Manager is responsible for ensuring all rules and regulation are adhered to and may halt the event if there a lack of compliance. The site manager is The Wedding Authority whose office is located in the Lightner Building, 904.826.0166. 1) _____
- 2) If the permit holder requires the use of chairs, lighting, amplification or has any other support needs applicable to the venue they will make arrangements for those supplies through the Courtyard Site Manager. The Site Manager will handle the reservation of the city's property for use by the permit holder and will invoice them accordingly. 2) _____
- 3) Attendance is limited to 50 people for events held between 10:00am and 5:00pm and 100 for events held between 5:00pm and 8:00pm. Totals include wedding party. 3) _____
- 4) Permit grants event one hour of use. The entire event, including set-up and clean-up must not last longer than one hour. The cost of a permit for use of the Lightner Courtyard is \$250.00. 4) _____
- 5) The City of St. Augustine works diligently to maintain its parks, thus applicant is strongly discouraged from the use of any decorations or flowers. If used, such items must be at a minimum. In addition: No rice, birdseed, flower petals or confetti may be used; bubbles may be used. No materials, including decorations, may be nailed anywhere on city property. No food or alcohol may be served before, during or following the ceremony. Music must be kept at a low level so as not to disturb businesses in the area. 5) _____
- 6) **Access to or the windows of retail businesses, offices or the Lightner Museum may not be blocked by items or guests. In all areas, sidewalks shall remain clear for pedestrians.** 6) _____
- 7) All items brought onto public property, whether by the wedding party, guests or the wedding planner, including greenery, decorations, flower boxes, tissue paper, wrapping paper, paper towels, cardboard, etc. must be removed immediately following the ceremony. Containers, cartons or flower boxes must not be placed in the hedges, against the building, or under the loggia in front of any of the shops along the first floor. 7) _____
- 8) It is the responsibility of the bride/groom or wedding planner to secure the services of a Notary Public, minister or other individual to perform the ceremony. 8) _____
- 9) Clean up and removal of all items is the responsibility of the applicant. If City crews are required to remove any items, clean-up charges will be submitted to the applicant for payment. 9) _____
- 10) It is the responsibility of the bride/groom or wedding planner to secure services of a Notary Public, minister or other individual to perform the ceremony. 10) _____
- 11) It is the applicant's responsibility to ensure that the wedding party, guests and service provider respect restricted or private parking zones. Vehicles left in restricted areas are subject to citation and/or towing by the St. Augustine Police Department 11) _____
- 12) The granting of a permit for the use of public property does not constitute a contract for exclusive use, but rather ensures that no other permit will be granted for use of the same location at the same time by another party. The fee covers the administrative cost of issuing the permit, relative maintenance and services in support of the event. By virtue of the site being public property, access to the property by the general public cannot be prohibited, even during the time for which the permit is granted. Experience proves that while your event may have passive spectators from the general public, interference with your event is highly unlikely. In addition, the City of St. Augustine has an obligation to the City's citizens to maintain its property and thus reserves the right to conduct such measures as is necessary to ensure that such maintenance is carried out in a timely manner both as it involves structures, landscaping and public right-of-ways. Every effort will be made by the Department of Public Affairs to alert a permit holder when the department deems such maintenance may affect the event. If it is necessary to relocate the event, the Department will work diligently to facilitate such move to another public property site with as little inconvenience as possible to the permit holder. Should the permit holder decide not to use public property in the event of a necessary move, the permit fee will be refunded. The City of St. Augustine is not liable for any expenses arising out of such a required relocation. The permit fee is non-refundable unless indicated above. 12) _____