

PERMIT APPLICATION FOR WEDDING RELATED EVENT

LIGHTNER COURTYARD

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

P. O. Box 210, St. Augustine, FL 32085-0210

Ph: 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 Ph: _____ (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 Ph: _____

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.

FEES

	10:00am - 6:00pm	6:00pm - 8:00pm
Ceremony	\$ 175.00	\$ 190.00
Rehearsal or photography	35.00	N/A

USE OF PUBLIC PROPERTY

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.

Please initial to indicate that you have read and understand the statement above _____

RULES AND GUIDELINES

**Initial indicating you
have read and
understand each item**

After reading the Rules and Guidelines for the use of the City Property for the event described in this application, initial each item indicating you understand and will comply with each item.

- 1) Upon arrival at the event, designated contact person must meet with the Site Manager to confirm arrangements. Site Manager is responsible for ensuring all rules and regulations are adhered to and may halt the event if there is a lack of compliance. The Site Manager is The Wedding Authority whose office is located in the Lightner building, Ph: 904.826.0166. 1) _____
- 2) Once permit has been issued, there will be no change in the level of activity by applicant, without a new application. 2) _____
- 3) Attendance is limited to 50 people for events held between 10:00am and 6:00pm and 100 for events held between 6:00pm 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. 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 chairs, 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) If chairs are used their set-up and removal must be completed during the one-hour allowed by the permit. Following the event, the chairs must be removed to the West Loggia (Granada Street) for pickup by rental company. The City will not store chairs or assume responsibility for unattended chairs. It is the responsibility of the applicant arrange for the chair removal and pickup. If left unattended, a storage fee of \$50.00 per day will be incurred by the applicant. 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) _____

APPLICANT AGREEMENT

Signature Applicant

Date

Signature of Director of Public Affairs

Date