



WEDDING CEREMONY PERMIT APPLICATION

The Town of Cobourg is happy to offer beautiful outdoor locations including beaches for wedding ceremonies **ONLY**. Outdoor wedding ceremonies at outdoor municipal locations and parks require a permit.

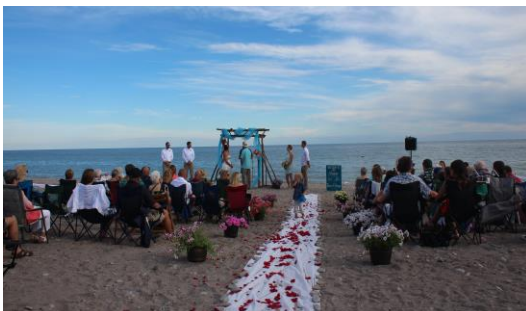
POLICY

Municipal locations/parks can only be used for the wedding ceremony itself. As the public parks belong to everyone, specific sites may not be available. The following list are the more popular to choose from.

- Victoria Park Clock
- West Beach
- Peace Park
- Lions Pavilion
- Lucas Point Park

Weddings will not be permitted on Victoria Park Beach. Wedding Ceremonies are subject to availability of park space and the following guidelines:

- Wedding space is allocated in FOUR-hour increments, including required set-up and take down times. The permit season for weddings is May 1 to October 15. Weddings can take place between 10a.m. and 7p.m. seven days a week.
- Throwing of confetti and similar materials are prohibited
- Weddings do not require Council approval.
- The town has no control over the natural environment (noise, birds, wildlife), pedestrian traffic and any disruption due to construction or traffic in certain locations.
- Amenities such as power, dressing rooms and washrooms are only available in certain parks. The town does not supply chairs, other equipment or parking.
- Tents depending on size may be approved and may require a Temporary Tent Permit. Please request this package from the Event coordinator





FEES

Wedding Ceremony Rates are as follows:

Resident	\$175.00
Non Resident	\$225.00

INSURANCE

All wedding ceremonies using Town of Cobourg property must provide the town with a certificate of insurance in the amount of \$5,000,000 with the Town of Cobourg named as additional insured.

APPLICATION PROCESS

To obtain a permit for a wedding ceremony please complete the attached application and return to the address listed or contact the Community Events Coordinator at 905-372-9971 ext. 4150 or jchapmandavis@cobourg.ca. Once the application has been reviewed and approved a permit will be sent.

Unless otherwise indicated, permits issued for the use of outdoor space do not include alternative rain locations.

MARRIAGE LICENSES

A marriage license is required to get married in Ontario. For more information about obtaining a marriage license or civil ceremonies in Cobourg visit www.cobourg.ca or contact the Legislative Services (905)372-4301. Separate costs apply.



WEDDING PERMIT #

APPLICATION FOR WEDDING CEREMONY PERMIT

Please return completed application form and paperwork to:
Community Events Coordinator, Town of Cobourg
740 Division Street, Building 7
Cobourg, Ontario K9A 0G6
Phone (905)372-9971 ext. 4150 or jchapmandavis@cobourg.ca

CONTACT INFORMATION

Contact Name (s) _____
Address: _____
Postal Code: _____ Email: _____
Telephone: _____ Contact # (day of) _____

WEDDING DETAILS

Please mark off preferred park:

- West Beach Specific Location: _____
- Floral Clock
- Peace Park
- Love Locks (Rotary Harbourfront Park)
- Lucas Point
- Other Location: _____

Date of Wedding: _____ Time: _____
Set- Up Time: _____ Start Time _____
Tear Down Time: _____ End Time _____
of Guests: _____

Please provide site details: _____

Are you planning on having any of the following at your wedding?

- Temporary Structures (marquee, shade tents)
- Tent Size: _____
- Chairs
- Sound amplification (power not available at all sites)
- Port-a-potties

RELEASE, WAIVER AND INDEMNITY

I/We the permit holder _____, the party requesting the use of the Corporation of the Town of Cobourg facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the Corporation of the Town of Cobourg and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the Town of Cobourg facility/park/road or other and in accordance with the provisions contained in this policy.

Name

Date

STAFF COMMENTS: