



As of Nov 2019

**TOWN OF CAPE ELIZABETH  
FORT WILLIAMS PARK  
CEREMONY PERMIT APPLICATION**

Congratulations and thank you for choosing Fort Williams Park for your ceremony. To secure your time and location please submit all the required forms and fees for approval. Approved permits will be confirmed by email.

Complete and Sign: 1. Ceremony Permit Application  
2. Ceremony Regulations

Fee: \$175 Cash or check payable to Town of Cape Elizabeth. Non-refundable.

Return to: Cape Elizabeth Community Services  
343 Ocean House Road  
Cape Elizabeth, ME 04107

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

Time  11 AM – 2 PM  3 PM – 6 PM  Other (site rentals)

Location  The Green  Cliffside Plaza  Battery Knoll  Goddard Mansion  
 Other (Picnic Shelter, Ship Cove Platform, Bandstand, Stone Gazebo - additional fees apply)

Estimated Number of Guests (including ceremony participants) \_\_\_\_\_

Expected Transportation (ie. limo, cars, buses, etc.) \_\_\_\_\_

Waiver: As the permit holder, I understand and agree to comply with ceremony regulations and agree to pay any costs incurred due to incident of use.

I have read and understand the Ceremony Regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: Date Received \_\_\_\_\_ Cash/Check No. \_\_\_\_\_ Approved by \_\_\_\_\_



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## TOWN OF CAPE ELIZABETH FORT WILLIAMS PARK CEREMONY REGULATIONS

- Ceremonies and photographs are not permitted on the Portland Head Light Parcel.
- Fort Williams Park is subject to the public drinking laws of the State of Maine and the Town of Cape Elizabeth. No alcoholic beverages may be consumed in conjunction with any approved ceremony and/or reception.
- Tents/Canopies are not allowed.
- Smoking is prohibited in Fort Williams Park and on the Portland Head Light Parcel.
- All items must be walked onto public areas.
- A limited number of chairs (6-8) may be used for elderly and/or handicapped guests.
- Decorations including floral arrangements must be removed immediately after each ceremony.
- Ceremony locations are public open spaces and there may be other ceremonies, members of the public, including children at, or near any ceremony location in Fort Williams Park.
- Fees are applicable regardless if a facility is rented in conjunction with a ceremony.
- Ceremonies may include, but not be limited to; wedding ceremonies, commitment celebrations, and renewal of vows.
- Commercial vehicles will follow proscribed guidelines as posted on site specific webpages.

Waiver: As the permit holder, I understand and agree to comply with ceremony regulations and agree to pay any costs incurred due to incident of use.

I have read and understand the Ceremony Regulations.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only: Date Received \_\_\_\_\_ Cash/Check No. \_\_\_\_\_ Approved by \_\_\_\_\_