

## City of Asbury Park Wedding Application

1 Municipal Plaza Asbury Park, NJ 07712 (732)502-5759 or (732) 502-5749 Fax (732)775-1483

**Wedding Application Fee: \$100.00 (nonrefundable)**

**Park/Beach Fee: \$250.00 (nonrefundable)**

**Checks or money orders should be made payable to the City of Asbury Park**

**Between Memorial Day and Labor Day weddings can only held no earlier than 6pm on any beach.**

Wedding Date: \_\_\_\_\_ Ceremony start time: \_\_\_\_\_

Setup time: \_\_\_\_\_ (Breakdown time must be within 2 hours of the conclusion of the ceremony)

Location of Ceremony: \_\_\_\_\_

Names of Couple getting married : \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Other Pertinent Information

Number in wedding party: \_\_\_\_\_

Number of people attending wedding ceremony \_\_\_\_\_

Will any of the following equipment be used:

PA System: \_\_\_\_\_ yes \_\_\_\_\_ no

Chairs: \_\_\_\_\_ yes \_\_\_\_\_ no If yes, how many \_\_\_\_\_

Archway: \_\_\_\_\_ yes \_\_\_\_\_ no

Canopy/tent: \_\_\_\_\_ yes \_\_\_\_\_ no (if larger than 30x30, a fire permit is required)

Other \_\_\_\_\_  
\_\_\_\_\_

**Asbury Park requires minimum liability insurance. The amount of coverage depends upon the size of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park, its agents and employees must be named on the insurance policy as “the additional insured”. (If you are a homeowner, some insurance companies allow a one day rider to be added on to your home insurance policy, please check with your individual insurance company. Or a one day insurance policy can be purchased from any insurance company.)**

As per City ordinance, alcohol is prohibited on City beaches. Completed applications and payment must be received by the Special Events office at least 45 days prior to wedding date. Insurance policy must be provided to the office 10 days prior to the date of the wedding . I understand and agree by applying for this permit that I am responsible for the conduct of attendees, and that any violation of the rules can result in the cancellation of this event. I also understand that I am responsible for the cleanup of the area in which my event is held. If it becomes necessary for City employees to care for the area, then I am liable for all costs incurred. Lastly I understand that the wedding and park/beach rental fee are non refundable.

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Signature of Applicant

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Date

For Special Events Department Use:

Wedding fee paid:\$\_\_\_\_\_

Date of payment\_\_\_\_\_

Insurance\_\_\_\_\_