



# Town of Scarborough, Maine

## DEPARTMENT OF COMMUNITY SERVICES

---

## Wedding and Special Event Policies

---

### **Requesting a Park**

- To reserve a park for a wedding ceremony or event you need to submit a request through our online Webtrac system by following the following link to our website and follow the instructions: <http://www.scarboroughmaine.org/departments/community-services/facility-reservations>
    - If you would prefer, you can also reach out to our Facilities Scheduler at [Reservations@scarboroughmaine.org](mailto:Reservations@scarboroughmaine.org) to fill out a form and to discuss your event.
  - After your request has been submitted the Facilities Scheduler will follow up with you to approve or deny the request based on availability of space, potential impact on the park, and ability of the Community Services Department to meet the needs of the request.
- 

### **Insurance Requirements**

- Permittees must hold public liability insurance for at least \$500,000 per person for bodily injury, death, and property damage, protecting the permittee and the Town from such claims.
  - Additional insurance may be required for larger events.
  - Brief wedding ceremonies that do not involve seating do not require insurance.
- 

### **Fees**

- Permittees will be charged a nonrefundable \$100 ceremony or event fee.
  - Birthday parties with less than 20 children will be charged \$50.
  - Additional fees may be required for larger scale events or when additional services are needed. Examples include additional trash cans, support staff, additional cleanup, parking assistance, ect.
- 

### **Use of Town Facilities**

- Parks remain open throughout all events. No areas may be sectioned off at any time.
  - Limited parking is available at all parks and remains first-come, first-served.
  - No more than 50 chairs may be placed in the park for any given event or ceremony.
  - Pop up tents are acceptable, but larger tents are prohibited due to the irrigation system in each park. Additional structures, such as arches, are also prohibited.
  - No open flames are permitted in the parks. This includes both charcoal and propane grills. Catering equipment that involves the use of flame or candles are also not permitted.
  - Alcohol is prohibited.
-