

TOWN OF WOLFEBORO

WEDDINGS POLICY, PROCEDURES AND PERMIT

Town owned property policy for weddings for both residents and non-residents of the Town. Cate Park and the Community Bandstand and the Libby Museum boat launch area are two of the Town's invaluable green spaces and these policies and procedures have been designed to ensure weddings are special and successful for couples and their guests as well complement the park's atmosphere, protect the park's grounds and features, and allow for simultaneous use of the park by the public. Adherence to these rules and regulations will help ensure all members of the public can enjoy this very special place at all times.

Policies and Procedures

1. Those interested in conducting weddings in Cate Park, the Community Bandstand and the Libby Museum boat launch area must secure written approval at least 30 calendar days in advance of the wedding. The process to obtain permission for such event is outlined below.
2. Cate Park, Community Bandstand and the Libby Museum boat launch area for use of private weddings does not include any services or accommodations provided by the Town (with the exceptions of public restrooms). All set up and take down of personal property associated with your wedding must be completed upon vacating the property after your wedding including trash.
3. Please follow these steps in order shown below:
 - i. To reserve the use or see availability of the above mentioned locations please visit the town website for the online registration process or [click here](#).
 - ii. A fifty dollar (\$50) application fee is due at submittal and payment can be made at the time of online registration or checks can be made out to the Town of Wolfeboro, Wedding Permit in the memo and mailed to PO Box 629 Wolfeboro NH 03894.
 - iii. An insurance rider for the wedding is due at permit submittal. Primex, the town insurer, provides a self-purchased rider certificate and for more information contact the Town Manager's office.
 - iv. Following a review of your permit, you will be contacted by the Town Manager's office concerning your request and date and time of Board of Selectmen's meeting for approval. Once

approved you will receive your permit by mail to the address listed on your permit or email if address is provided.

- v. The Board of Selectmen will approve a maximum of three (3) hours for your wedding.
 - vi. Town and longstanding local non-profit organizations take priority on scheduling the park.
 - vii. Neither Cate Park, the Community Bandstand nor the Libby Museum boat launch area have adequate parking to handle weddings. It is highly recommend that you contract with a shuttle service to transport your guests to and from the event. More information on the shuttle service and the locations of our municipal parking lots can be found by contacting the Chamber of Commerce at 569-2200.
- 4. No wedding may include more than fifty (50) persons at the Cate Park, the Community Bandstand and not more than ten (10) at the Libby Museum boat launch area.
 - 5. Cate Park, the Community Bandstand and Libby Museum boat launch area are vibrant and active public spaces and weddings events are advised to be mindful of sounds, crowds and other park related activities that may take place before, after or during scheduled weddings.
 - 6. The following restrictions apply to every wedding in the above referenced locations:
 - i. Alcoholic beverages are prohibited.
 - ii. Throwing of rice or other materials is prohibited.
 - iii. No signs, banners or electrical sound amplification is allowed.
 - iv. No tents, chairs, furniture or other personal property is permitted.
 - v. Application is responsible for damage and any trash must be removed upon completion of the event.

TOWN OF WOLFEBORO

WEDDINGS PERMIT

APPLICATION # _____

Wedding Date: _____

Time (include set up and clean up) max 3 hours: _____

of People expected to attend the wedding: _____

Property Location: _____

Person A: _____

Person B: _____

Mailing Address: _____

Phone Number _____ - _____

E-mail Address _____

1. A DETAILED Description of the wedding: _____

2. A map or sketch (attach to permit application) of the layout of the wedding

3. Insurance certificate/rider is attached _____

****This portion is for office use***

Date Permit Received _____

\$50 Permit Fee _____

Insurance certificate/rider provided _____

Permit to be reviewed at _____ Board of Selectmen's meeting

Approved _____ Denied _____

Wedding
PERMIT REQUEST FORM

RETURN DATE: _____

To: DEPARTMENT HEADS

From: Town Manager's Office

Date: _____

NAME/GROUP SUBMITTING REQUEST: _____

DATE OF WEDDING: _____ APPLICATION # _____

PLEASE INITIAL YOUR RESPONSE AND SEND THIS FORM TO THE NEXT ON THE LIST. WHEN COMPLETED RETURN TO TOWN MANAGER'S OFFICE. THANK YOU FOR YOUR COOPERATION.

Department	Approval	Approval w/conditions (attached)	Denial
Libby Museum	_____	_____	_____
Police	_____	_____	_____
Fire/Rescue	_____	_____	_____
Public Works/Water & Sewer	_____	_____	_____
Building Official	_____	_____	_____
Planning	_____	_____	_____
Parks & Recreation	_____	_____	_____