



**CITY OF PORTLAND
EVERGREEN CEMETERY
WILDE CHAPEL WEDDING PERMIT APPLICATION**

672 Stevens Avenue ~ Portland ~ ME ~ 04103
207-797-4597 ~ Fax 207-797-2199
cemeteries@portlandmaine.gov

\$795.00 Portland Resident ~ \$995.00 Non-Resident

**SECTION I
PERSONAL INFORMATION**

| | | | | | | | |
|-------------------------------------|--|-------------------------|-------------|----------------------------------|--------------|--------------|--|
| TODAY'S DATE | | BRIDE/GROOM NAME | | BRIDE/GROOM NAME | | | |
| BRIDE/GROOM(1) ADDRESS | | | CITY | | STATE | ZIP | |
| BRIDE/GROOM(2) ADDRESS | | | CITY | | STATE | ZIP | |
| BRIDE/GROOM(1) HOME # | | CELL # | | WORK # | | FAX # | |
| BRIDE/GROOM(2) HOME # | | CELL # | | WORK # | | FAX # | |
| BRIDE/GROOM(1) EMAIL ADDRESS | | | | BRIDE/GROOM EMAIL ADDRESS | | | |

| | | | | | |
|---|--|-------------------|--|-----------------|--|
| DAY & DATE OF WEDDING REHEARSAL | | START TIME | | END TIME | |
| DAY & DATE OF WEDDING CEREMONY | | START TIME | | END TIME | |
| HOW MANY GUESTS (INCLUDING WEDDING PARTY) DO YOU EXPECT TO ATTEND THE CEREMONY? <i>(Chapel capacity may not exceed 105 people including the wedding party.)</i> | | | | | |

| | |
|---|---|
| MARRIAGE LICENSE | ADDRESS/CONTACT INFORMATION |
| <ul style="list-style-type: none"> You must apply for a State of Maine Marriage License in the town where you live. If either the bride or groom lives in Portland, you may apply for the license at: | Portland, Maine City Hall 389 Congress Street Portland, ME 04101 ATTN: City Clerk's Office 207-874-8610 |

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| WILDE CHAPEL WEDDING GUIDELINES |
| <ul style="list-style-type: none"> Chapel is available 6 days/week; Monday-Saturday, April-October, No Holidays Time booked may not exceed 3 hours and must end no later than Cemetery closing hours which is 6:30 P.M. All parties and their vehicles MUST be out of Cemetery by this time. Non-compliance will result in forfeiture of security deposit. Rehearsal must be scheduled the day before the ceremony, may not exceed more than 2 hours and must end no later than Cemetery closing hours which is 6:30 P.M. All parties and their vehicles MUST be out of Cemetery by this time. Non-compliance will result in forfeiture of security deposit. Chapel capacity may not exceed 105 people including the wedding party Evergreen Cemetery which includes the Wilde Chapel is a designated smoke free park. No smoking is allowed on the grounds of the cemetery. All candles MUST HAVE PROTECTION that will catch wax drips (i.e., plate, holder) |

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| WILDE CHAPEL WEDDING FEES & DEPOSITS |
| <ul style="list-style-type: none"> \$250.00 Non-refundable Deposit is required to reserve Wilde Chapel – NO EXCEPTIONS Rental fee balance and \$200.00 City Property/Damage Security Deposit required 30 days prior to wedding. Security deposit refundable pending inspection & return of Chapel key. |

**SECTION II
EVENT POLICIES**

ELECTRICITY POLICY

- All cords in public way must be covered by rugs, mats or orange cones to avoid public hazard.

TOBACCO FREE ZONES POLICY

- By city ordinance, smoking is prohibited inside the chapel and on cemetery grounds.

NOTIFICATION POLICY

- Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT POLICY

- The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- The City reserves the unconditional right to revoke or revise an issued permit.

CANCELLATION POLICY

- \$250 Wedding Permit security deposit is non-refundable...NO EXCEPTIONS.

PARKING POLICY

- City of Portland has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass.
- All parties and their vehicles MUST be out of Cemetery by Cemetery closing hour.
- **Any tire ruts/damage to the grass areas and/or failure to be out of cemetery by closing hour would mean a forfeit of the entire security deposit.**

| | | | | |
|---|-----------------|--|-------------|--|
| I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES | INITIALS | | DATE | |
|---|-----------------|--|-------------|--|

ASSUMPTION OF RISK & LIABILITY

User of public space area accepts the grounds in an "as is" condition and shall be responsible for all risk and liability in using the Wilde Chapel for the said event. By returning this form (should permission be granted to use city property) the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

| | | | | |
|--|------------------|--|-------------|--|
| I have read and agree to the Assumption of Risk & Liability | Signature | | DATE | |
|--|------------------|--|-------------|--|

**SECTION III
PAYMENT INFORMATION**

CREDIT CARD INFORMATION

| | | | | | | | | |
|---------------------------|--|--|--|--|--|--------------------|--|--|
| Visa or MasterCard Number | | | | | | Exp. Date (Mon/Yr) | | |
| | | | | | | Security Code | | |

CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- Please make out any and all security deposit checks separate from permit fees.
- All credit card transactions will be charged a transaction fee.
- Credit Card will only be charged for security deposits as needed.

PLEASE RETURN FORM TO:

- Evergreen Cemetery ~ 672 Stevens Avenue ~ Portland ~ ME ~ 04103 or email to: cemeteries@portlandmaine.gov

**SECTION IV
PAYMENTS RECEIVED**

| TOTAL AMOUNTS DUE TO EVERGREEN CEMETERY | |
|--|------------------|
| TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT | |
| Wedding Permit Fee Amount Due / \$795.00 Portland Resident ~ \$995.00 Non-Resident <i>(Price includes \$250.00 non-refundable Wedding Security Deposit)</i> | \$ |
| City Property Damage/Security Deposit Required (returned upon inspection of City Property pending damage report and Chapel key received by Office) | \$ 200.00 |
| Other Miscellaneous Costs | \$ |
| Total | \$ |

| FOR OFFICE USE ONLY | | | | | | | | | |
|----------------------------|----|----------------------|----|----------------------|--|--------|------------------|-------------|----|
| DATE REC'D APPLICATION | | DATE REC'D INSURANCE | | PERMIT FEE AMT REC'D | | \$ | SECURITY DEPOSIT | | \$ |
| PAYMENT TYPE | | | | | | | | | |
| VISA PAYMENT | \$ | MC PAYMENT | \$ | CK # | | CK AMT | \$ | CASH AMOUNT | \$ |
| | \$ | | \$ | CK # | | CK AMT | \$ | CASH AMOUNT | \$ |

***Please take all necessary safety precautions to ensure a safe and accident-free event.
Thank you and congratulations!***