



# Office of the City Clerk

Date Filed:

License No:

**City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005**

## WEDDING CEREMONY PERMIT APPLICATION

*Application must be submitted thirty (30) days before event. No changes in the normal daily routine of Parks Operations can be permitted during the event. Weather may impact conditions at each location and the City cannot be responsible for delays in any Park maintenance. Please see below for insurance requirements.*

### Ceremony Information

Date/Time: \_\_\_\_\_

Set-up/Clean-up times: \_\_\_\_\_

Location of Ceremony within Park (please check one):

- Recreation Park Band Stand
- MLK Promenade
- Confluence Park/S. Washington St. Bridge (no tables, chairs, tents, or equipment allowed)
- Brown Park
- Sandy Beach
- Other (please specify): \_\_\_\_\_

Number of Participants (Maximum 50): \_\_\_\_\_

### Contact Information

Name of Bride/Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home/Work/Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Bride/Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home/Work/Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_



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Insurance Attached:  Yes       No

**If you would like the City to provide electricity for this Event, please indicate the power requirements in the space provided below.**

*Note: Additional fees may apply for the provision of City electricity. Recreation Park and MLK Promenade Locations Only.*

Volts/Amps (120V/20A). Number of Circuits: \_\_\_\_\_

Single Phase (208V/30A). Number of Circuits: \_\_\_\_\_

Three Phase (208V/20A). Number of Circuits: \_\_\_\_\_

Other: \_\_\_\_\_

**MANDATORY INSURANCE REQUIREMENTS**

All Wedding Ceremony applications must be accompanied by proof of **general liability insurance coverage** in the amount of not less than one million dollars (\$1,000,000) and property damage insurance in an amount not less than fifty thousand dollars (\$50,000). Please note the following requirements:

1. The insurance certificate(s) must be endorsed.
2. The insurance **endorsement** must state the following, "**THE CITY OF BINGHAMTON IS NAMED AS AN ADDITIONAL INSURED ON A PRIMARY NON-CONTRIBUTORY BASIS**".

**WEDDING CEREMONY PERMIT FEES**

<b>Application fee (one day only):</b>	<b>\$75</b>
<b>City electricity:</b>	<b>\$30<sup>1</sup></b>
<b>Overtime:</b>	<b>Fee based upon anticipated actual costs<sup>2</sup></b>
<b>Late fee (per day):</b>	<b>\$10/day</b>

**Checks may be made payable to "City of Binghamton".**  
*Applications submitted less than 30 days will be charged a per-day late fee.*

<sup>1</sup> Recreation Park and MLK Promenade Locations Only

<sup>2</sup>Note: Such additional fees shall be for personnel services only, not for equipment usage or similar services. Anticipated overtime costs outside the normal scope of City services shall be calculated by department heads during review process, and must be paid to the City of Binghamton prior to issuing the permit.

**TERMS & CONDITIONS**

All Wedding Ceremony Permits issued pursuant to this section shall be subject to the following terms and conditions:

A. The Wedding Ceremony Permit Applicant is responsible for inspecting the public property which he or she intends to reserve for use of the ceremony in order to determine whether or not the public property is suitable for the proposed ceremony, and to ensure that there are no defects or dangerous conditions. If, subsequent to submitting the Wedding Ceremony Permit application, a new defect or dangerous condition appears, the Wedding Ceremony Permit Applicant must advise the City of Binghamton in writing at least five (5) business days prior to the ceremony. The City may, in its discretion, correct the defect or dangerous condition or may advise the Applicant to cancel or adjourn the proposed Wedding Ceremony. If the Wedding Ceremony Permit Applicant



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provides less than five (5) business days prior notice or elects to proceed with the proposed ceremony before the defect or dangerous condition is remedied, the Wedding Ceremony Permit Applicant and event participants waive any right of action against the City of Binghamton.

B. The Wedding Ceremony Permit Applicant shall maintain responsibility for the City property which is reserved for the ceremony, and shall be responsible for the cleaning, maintenance and/or repair of said ceremony area:

1. Maintenance shall include cleaning the City property which is reserved for the ceremony of all rubbish and debris, leaving the site in a clean condition. Such maintenance shall be subject to the satisfaction of the City of Binghamton. Maintenance shall also include the repair of any City property which may have been damaged during the course of the ceremony.

2. Failure to clean, maintain, and/or repair the ceremony area to the satisfaction of the City may result in the denial of future Wedding Ceremony Permit applications. If such failure should occur, the City shall provide services for the cleaning, maintenance and/or repair of the area in which the ceremony was held, and the cost of such services shall be billed to the Event Permit Applicant.

C. The Chief of Police may at his/her discretion and in the interest of public safety require the Wedding Ceremony Permit Applicant to provide adequate security for the duration of the ceremony.

D. The Wedding Ceremony Permit Applicant shall comply with all regulations set forth by the Police Department, Fire Bureau, or other public safety personnel, and shall be responsible for ensuring that participants of the permitted ceremony adhere to all noise and public conduct regulations outlined in the Code of the City of Binghamton.

E. No changes to the normal daily routine of Parks Operations cannot be changed.

F. Wedding Ceremony Permits are non-transferrable.

G. No paint or other permanent markings are permitted upon City property for any ceremony without the express approval of the Council of the City of Binghamton. Should Wedding Ceremony Permit Applicants wish to place non-permanent markings upon City property for the purpose of showing the route for a procession, parade, or race, such markings shall be water-soluble.

H. A limit of fifty (50) participants for the ceremony (i.e. bridal party and guests).

I. The City of Binghamton shall provide garbage and recycling receptacles on City property in order to prevent the accumulation of trash and recyclable materials.

J. Issuance of a Wedding Ceremony Permit does not supersede other permits that may be issued for a similar area or times, e.g., an Event Permit does not supersede an existing Outdoor Café Permit.

K. Any notice can be e-mailed to the Wedding Ceremony Event Permit Applicant.

L. Please abstain from throwing rice at the conclusion of the ceremony. The City recommends bird seed.

**Hold Harmless & Indemnification.** The Wedding Ceremony Permit Applicant shall hold harmless and indemnify the City from any and all claims, actions, damages or liability arising from the permitted ceremony of every name and nature which may arise or be incurred by the City as a consequence of giving such permission for the exclusive and reserved use of City property, or as a result of the conduct of ceremony participants, or as a result of the cleaning of rubbish and/or debris from the area in which the event is held.

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Signature

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Date