



Wedding Ceremony/Exchange of Vows Permit Application

Interested individuals may reserve one of two outdoor Middletown Township Park Areas to conduct a simple wedding ceremony/exchange of vows. Neither area is suitable for hosting a wedding reception nor are tables/chairs available for rental or permitted. Neither location offers an indoor venue. Additionally, the placement of tents is not permissible.

A. Required Documents

The following documents are required for obtaining a facility permit from the Middletown Township Department of Recreation. Please be advised a permit will not be granted until all documents are received. ALL INFORMATION (APPLICATION, FEES & ETC.) MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO REQUESTED PERMIT DATE.

1. Completed Request Form (Page 2 of this packet).
2. Proof of residency. One person being married must be a resident of Middletown to receive the Resident fee. Non-Residents are still permitted to apply but are subject to a higher fee.
3. Certificate of Insurance: Name of person making request should be as it appears on the Insurance Certificate. Coverage must be for no less than \$1,000,000.00 Bodily Injury/Property Damage Combined Single Limit. Middletown Township must be named as additional insured: Middletown Township, 1 Kings Highway, Middletown NJ 07748.
4. Payment in the form of cash, check, credit card or money order. All checks made payable to: Middletown Recreation. If using a credit card a separate \$2.95 processing fee will apply. Due to COVID19 we are not currently accepting cash payments.

B. Park Areas Available

The following areas are available for permit:

- Ideal Beach, Bayside Parkway, North Middletown (to the left of Ocean Ave entrance)
- Poricy Park, 345 Oak Hill Road, Middletown (either: open field between Murray Farmhouse and Barn or Nature Center Pavilion)
- Additional areas may be requested and reviewed by Township Administration.

C. Rules and Regulations

For each location, the following rules apply:

- 25-person maximum at both locations
- Table or chair rentals not available at either location, not permitted
- Tents are not permitted at either location
- You may not block off or mark out the area prior to the start of your event

The person(s) requesting this permit agrees to abide by the following regulations:

1. Ceremony/Exchange of Vows is limited to designated area within the Park.
2. No person shall cut, deface, injure, remove or disturb any building, fence, bench or other structure, apparatus or property. No person shall pick, cut or remove any shrub, tree, bush or flower. No person shall mark or write upon any building, fence, bench or other park structure.
3. All banners, bunting, balloons, signage, flowers, decorations, must be properly disposed of and items removed upon completion of ceremony.
4. Use of speaker systems is prohibited.
5. NO Fires permitted at any time.
6. Use of abusive or profane language is prohibited.
7. Disorderly persons are subject to arrest.
8. No animals or pets are allowed at Ideal Beach.

9. All animals must be leashed at all times while at Poricy Park.
10. Firearms or throwing stones or other missiles are prohibited.
11. Soliciting, selling or offering for sale any goods is permitted only by special permit from the Department of Recreation.
12. No persons may consume or possess beer, wine, liquor or other intoxicating substances within any park area and no persons may consume, possess or be under the influence of illegal or dangerous drugs of any kind.
13. No person shall distribute any circulars, cards or written matter or post, paste, affix any placard, notice or sign within the parks without first obtaining written permission from the Department of Recreation.
14. Grounds are closed from sundown to sunrise daily.
15. Motorized vehicles are restricted to parking lots and roadways. Non-licensed operators and non-registered vehicles are prohibited from all park areas.
16. Violation of any of the above is punishable by a fine not to exceed \$500 per offense or occasion.
17. Smoking or vaping of any kind is strictly prohibited.
18. All facilities are "carry in, carry out". Please remove all trash as you leave.

The above rules and regulations apply to all properties under the jurisdiction of the Middletown Township Department of Recreation.

D. Inclement Weather

In the event of inclement weather, you will be given a refund. If a new date is requested, the payment for your original date may be applied to your rain date.

E. Fees

Fees for Simple Wedding Ceremony/Exchange of Vows are set forth by the Middletown Township Municipal Code are as follows:

1. Resident: one hundred dollars (\$100) for up to 2 hours
2. Non-Resident: one hundred twenty dollars (\$120) for up to 2 hours

Middletown Township Department of Recreation

Wedding/Vows Request Form

Name:	
Address:	<i>Resident?</i> Y N
Email:	Phone:
Type of event:	
Event Date(s) Requested:	Time Requested:
Location Requested:	# of Attendees:

Fees: Resident \$100 / Non-Resident \$120 || Check made payable to: Middletown Recreation

I have read the Rules and Regulations and will ensure my group in its entirety will abide by them.

Print Name **Signature** **Date**

For internal use only

Proof of residency COI Payment Date Received: _____

7/28/2020