



**WEDDING PERMIT  
PACKET/  
APPLICATION  
2022-2023**

**[www.myboca.us](http://www.myboca.us)**

## 1. Where can I have a Wedding Ceremony in a City of Boca Raton Park?

The City of Boca Raton offers 4 unique non-traditional wedding settings/ backdrops in the Florida sunshine.

- ❖ **PLAZA REAL GAZEBO** – within Mizner Park - Day weddings are best here.  
**30 or fewer guests permitted under the gazebo.**
- ❖ **RED REEF (EAST)** – Spectacular Ocean front view on the boardwalk at the South Pavilion (wedding ceremonies are prohibited on the sand or shoreline).  
**100 or fewer guests permitted at this site.**
- ❖ **SANBORN SQUARE** – Stage, portico and sidewalk lined with Royal Palms in the heart of Boca Raton's Downtown.  
**150 or fewer guests permitted at this site.**
- ❖ **SPANISH RIVER LIBRARY** – Breathtaking lakeside view at 1501 Spanish River Blvd. Rooms are reserved on a first-reserved, first-served by contacting the room & event coordinator at 561-367-7016 or [brplevents@myboca.us](mailto:brplevents@myboca.us)  
**150 or fewer guests permitted at this site.**

We recommend that you visit the site(s) and take note of pedestrian traffic, sun and other potential problems that may occur on your special day.

## 2. How far in advance can I reserve?

Wedding ceremonies can be booked up to one year in advance.

### a. Are there any Date/Day restrictions in which I should comply?

Ceremonies may be scheduled for any date in a calendar year.

### What is the earliest/latest time I can schedule my ceremony?

#### **Plaza Real**

There are no time restraints, however it is important for you to take into account how long your setup is going to take.

#### **Red Reef (East)**

Morning weddings can be conducted between 7:00 am-9:00 am.

Afternoon weddings can be conducted between 4:00 pm-9:30 pm.

## 3. Can I hold the reception at the site as well?

Only the ceremony portion may be scheduled at the parks listed above.

## 4. How do I reserve a site or schedule my wedding ceremony date?

Any person seeking to conduct a wedding ceremony at a City of Boca Raton park site should first contact (561) 367-7076 or email [slanz@myboca.us](mailto:slanz@myboca.us) to check availability. Once availability has been confirmed, you will be emailed a wedding packet and application form to complete.

## 5. Why does the City of Boca require a wedding permit for use?

The permit authorizes the use of a designated park for your activity at the time/date/location listed on the permit and includes specific conditions that protect the park's natural resources and to ensure that your event does not impact the public's recreational use and that the rights of all patrons are respected. We ask that you read the permit packet carefully as we have tried to address the key points required for arranging your ceremony in the park. **You will be required to read, sign and complete the wedding application in as much detail as possible before submission to avoid delays and approval of your event.**

## 6. How do I determine the cost or create a budget for my event?

You will need to calculate the non-refundable application fee, insurance (non-refundable) and/or parking if necessary. Residency is determined by your street address. Please call the community center at 561-393-7807 if you need clarification. (\*Boca Raton residents are East of the Turnpike and South of Clintmoore, in general.)

### i. **APPLICATION FEE:**

**How is the permit application fee determined?**

**The non-refundable permit application fee is determined by your residential status and park selection.**

Location	Resident	Non-Resident	Beach & Park District
Red Reef Ocean Pavilion	\$68	\$269	\$68
Sanborn Square	\$182	\$364	\$364
Plaza Real North Gazebo	\$182	\$364	\$364

### ii. **INSURANCE:**

**Please note: Insurance SHOULD NOT be purchased before you check location availability; purchase of insurance does not guarantee permit approval.**

#### a. **Why do I need insurance?**

The City of Boca Raton is self-insured, meaning it does not purchase liability insurance, therefore the wedding party must provide protection for the additional risk in the event of injuries, property damage or accident, etc, resulting in protection of both the city and the permittee. **NOTE: If someone gets injured during the event, the permittee will be held responsible.**

#### b. **What the cost of the insurance?**

The non-refundable insurance premium is based upon the date of your event and the number of people attending your event. A quote will be given based on your event details.

#### c. **Where can I purchase the insurance?**

Wedding parties can obtain a no obligation quote or purchase insurance by reviewing page 4.

CITY OF BOCA RATON INSURANCE

# Tenant Users Liability Insurance Program – **TULIP**

Tenant Users can obtain a quote without obligation to purchase through the Gather Guard website.

Cost of the base policy is \$100.70

**\*PLEASE NOTE** – although the policy includes host liquor as a default, alcohol is strictly prohibited in all parks and is not allowed at the wedding ceremony.

The website is user friendly and takes only a few minutes to quickly go through question prompts. Below is an outline of the process.

## *STEP 1 – Choose Venue*

Each venue has its own link for the correct insurance certificate and venue ID. Click the link below to go directly to the venue location:

[Plaza Real North Gazebo at Mizner Park](#)

[Red Reef Park](#)

[Sanborn Square](#)

## *STEP 2 – Select Your Event*

- Click Wedding

## *STEP 3 - Event Questions*

- Answer NO to All 3 Questions
  - Have you held this event before, have there any losses or claims?
  - Will there be armed private security who are not police officers
  - Are you a promoter?
    - Click Continue and you will see the coverage
    - Click Next
    - Review coverage, Click Next

## *Step 4 – Check Out*

When you have your coverage send a PDF Certificate of Liability (COI) to [slanz@myboca.us](mailto:slanz@myboca.us)

iii. **PARKING**: Fees for parking ARE NOT included in cost of permit application.

a. **PLAZA REAL GAZEBO (within Mizner Park)**

Mizner Park offers free parking garages or on-street meter-parking (\$1/hr. from 7:00 am - 4:59 pm and \$2/hr. from 5:00 pm and later.)

b. **RED REEF**

**EAST**: Normal entrance fees apply to all vehicles associated with the ceremony.  
7 days a week = \$35 per vehicle.

**(Parking fees are applied per vehicle and are non-refundable)**

**WEST**: Red Reef West offers metered parking from 8:00 am – 10:00 pm  
\$2/hr. weekdays and \$3/hr. on Saturdays/Sundays.

**(Parking is included for current resident permit holders).**

Guest passes may be purchased in advance but no later than 2 days prior to the event by contacting Stacey Lanz, Special Events Coordinator, (561) 367-7076 or [slanz@myboca.us](mailto:slanz@myboca.us).

Passes are non-refundable.

Note: A pre-purchased parking pass does not guarantee the availability of a parking space

c. **SANBORN SQUARE**

This site hosts adequate on-street meter parking and a public lot with meter parking at the corner of NE 2<sup>nd</sup> Street and NE 1<sup>st</sup> Avenue (\$1/hr. from 7:00 am - 4:59 pm and \$2/hr. from 5:00 pm and later.)

**7. Where can I submit permit application and what method of payment is accepted?**

Completed wedding permit applications can be emailed to [slanz@myboca.us](mailto:slanz@myboca.us) with a credit card authorization form or dropped off and fees paid in person at the Boca Raton Community Center located at 150 Crawford Blvd., Boca Raton, FL 33432 (next to city hall). Payment may be made by cash, check or any major credit card.

**8. I submitted my permit application; how do I determine if my permit has been approved?**

Please allow two weeks for processing of the permit application. After review of your application, you will receive an APPROVED email with your permit attached (stamped APPROVED at the bottom). If the permit is denied you will be sent a notice explaining the details and it will be your responsibility to correct the conditions and re-apply. You are required to abide by all City regulations.

**9. Should I post the permit on the day of my event?**

It does not need to be posted; however it is required to have the permit readily available on the day of the event.

**10. What happens if it rains, or I have to cancel?**

The permit application is non-refundable and there are no cancellations or refunds for inclement weather. Exceptions would be an occurrence of a natural disaster in the area (hurricane, tornado or fire).

**11. What time can I start setting up equipment and/or decorations on the day of the wedding ceremony?**

At Red Reef Park set up begins at 4:00pm; set up is 45 minutes prior to the ceremony at Sanborn Square and Plaza Real.

**12. Is it possible to start the setup the day before?**

No

**13. Are tables, linens and chairs provided?**

No, you are solely responsible for all extra equipment and decorations.

**14. Can I bring in additional seating or am I limited to the use of picnic tables and benches?** Yes, extra tables and chairs are allowed. If you are using an outside vendor to provide these items, the

vendor needs to provide insurance that additionally insures the City of Boca Raton and Greater Boca Raton Beach and Park District.

**15. Can I block off the area for my wedding party to keep the public out?**

No, all parks are considered public areas and no access, pathways or sidewalks can be obstructed.

**16. Can I post signage or other information to direct my guests?**

No, signs are prohibited.

**17. Can my pet participate in my ceremony?**

Only service animals are allowed. Unfortunately, City Ordinance prohibits pets in any City park.

**18. Can my guests smoke in the area?**

Smoking is prohibited in all City parks.

**19. Are there restrictions on what kind of music I can play, or a time by which the music must end?**

Music may be played at your ceremony at a volume that does not disturb the general public.

**20. Are decorations allowed?**

Yes, however no balloons, confetti or polystyrene based decorations are allowed. Also, you cannot affix any decoration by means of glue, glue-gun, nails, or tape to any surface. Any decoration you put up **MUST** be removed at the end of the ceremony and disposed of properly.

**21. Are there any other restrictions regarding the ceremony?**

- **NO releasing of balloons, doves or butterflies.**
- **NO throwing of birdseed, confetti, food or flower petals.**
- **NO use of horses or any other animal drawn vehicles.**
- **NO alcoholic beverages.**
- **NO candles, fires, lanterns, tiki torches, etc. (these items must be battery operated ONLY)**

**22. Can I stay in the park after the ceremony?**

The City of Boca Raton allocates one half hour after your ceremony only for the purposes of clean up following your event.

**23. Wedding breakdown:**

Clean up is the most important rule — the City of Boca Raton requires you to remove all your personal items following your event. All tables/chairs should be broken down and all wedding debris should be removed. Make sure to return the park to its original state.

**PLEASE NOTE:** By signing the wedding permit application, the permittee agrees to all terms, conditions and rules set forth by the City of Boca Raton and understands that the City has the authority to bind such entity to the agreements created by the permittee. Additionally, the permittee is solely responsible for all damages or incidents resulting from their use of a city site. Failure to comply may result in loss of use.

## WEDDING PERMIT APPLICATION

Boca Raton Community Center, 150 Crawford Blvd, Boca Raton, FL 33432 (561) 367-7076 Complete and return this application at least 20 days prior to the event date. **The payment of fees does not guarantee event approval.** [www.MyBoca.us](http://www.MyBoca.us)

**No alcohol allowed at any City of Boca Raton Park**

### APPLICANT

Name \_\_\_\_\_

Residential Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you the: Bride: \_\_\_\_\_ Groom: \_\_\_\_\_ Other: \_\_\_\_\_

If Other, Relationship: \_\_\_\_\_

Bride/Groom Name \_\_\_\_\_

**Plaza Real North Gazebo**  
*"Day weddings are best here"*  
 Within Mizner Park, between NE 2nd Street and Mizner Blvd. bordered on the west by Federal Highway.  
**Hours:** 8:00am-sunset  
**Fees:** Resident (City of Boca Raton Residents) **\$182**  
 Non-resident **\$364**  
**Parking:** Street parking and parking garage available  
**Electric:** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Insurance Required:** Please reference page 4 in Wedding packet  
**Capacity:** up to 30 permitted under the gazebo.  
**Set-Up Time:** Up to 45 min. prior to ceremony  
 THIS SITE MAY BE USED FOR THE WEDDING CEREMONY ONLY.

### EVENT DATE INFORMATION

Date of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Expected number of Participants \_\_\_\_\_

The City of Boca Raton requires all contractors, vendors or service providers to have insurance. **Wedding planners shall name City of Boca Raton and Greater Beach & Park District as an additional insured on its general liability as it pertains to the work/service provided.**

### EVENT DATE CONTACT INFORMATION

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### VENDOR INFORMATION

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### EQUIPMENT (You intend to bring into park)

\_\_\_\_\_

\_\_\_\_\_

**Red Reef Park (East)**  
*"Ocean front view"*  
 1400 North State Road A1A South pavilion on the boardwalk  
**Hours:** Before 9:00am or after 4:00pm (maximum 3-hr rental)  
**Fees:** Resident (City & Greater Beach & Parks) **\$68**  
 Non-resident **\$269**  
**Parking: \$35.00 Per Vehicle** *Parking passes may be purchased in advance no later than 2 days prior to event. **No refund issued for unused passes.***  
**# of Passes:** \_\_\_\_\_ **Total Parking Fees \$** \_\_\_\_\_  
**Electricity:** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Insurance Required:** Please reference page 4 in Wedding packet  
**Capacity: up to 100 guests permitted at this site.**  
**Set-Up Time:** begins at 4:00pm  
 THIS SITE MAY BE USED FOR THE WEDDING CEREMONY ONLY.

**Sanborn Square**  
*"Stage, portico and sidewalk lined with Royal Palms"*  
 72 North Federal Highway, 1/2 block North of Palmetto Park Rd  
**Hours:** 8:00am-Sunset  
**Fees:** Residents (City of Boca Raton Residents) **\$182**  
 Non-resident **\$364**  
**Parking:** Street parking & public lot corner of NE 2nd St. and NE 1st Ave  
**Electricity:** Yes \_\_\_\_\_ No \_\_\_\_\_  
**Insurance Required:** Please reference page 4 in Wedding packet  
**Capacity: up to 150 guests permitted at this site.**  
**Set Up Time:** Up to 45 min. prior to ceremony  
 THIS SITE MAY BE USED FOR THE WEDDING CEREMONY ONLY.



**INDEMNIFICATION**

If any unforeseen circumstances occur and/or permittee fails to meet the requirements the City has set forth, the City of Boca Raton shall have the right to control, cancel or stop the event in progress. The sponsor or responsible party agrees to indemnify and hold harmless the City of Boca Raton, its officers, employees, and agents from the against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever, in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by the sponsor, its officers, employees, and agents under any of the terms of this special event permit.

**ACKNOWLEDGEMENT/SIGNATURE**

I have read the packet titled "City of Boca Raton Special Event Permit Application Instructions" and understand and accept the conditions enclosed in this packet. I further understand that if I am utilizing Plaza Real or Sanborn Square facilities that there may be additional activities taking place in the area. Initial each acknowledgement:

\_\_\_\_\_ I understand that the City of Boca Raton has an ordinance prohibiting the use of polystyrene foam products at my event and I will comply with this rule. I further understand that it is my responsibility to notify any vendors associated with my event also comply with the ordinance.

\_\_\_\_\_ I understand that the City of Boca Raton has an ordinance prohibiting balloons and confetti and agree to NOT have balloons or confetti at my event.

\_\_\_\_\_ I have hereby been informed the cost of parking at Red Reef Park IS NOT INCLUDED in the cost of the wedding permit and accept the condition that ticketing will commence for improperly parked vehicles, regardless of the possession of a Special Event Permit.

\_\_\_\_\_ I agree to all terms, conditions and rules set forth by the City of Boca Raton and understand the at the City has authority to bind such entity to the agreements created by myself. Additionally, I agree that I am solely responsible for all damages or incidents resulting from my use of the City Site. Failure to comply may result in loss of use.

\_\_\_\_\_ I have hereby been informed that Insurance is a REQUIREMENT for each venue and failure to obtain such insurance will result in the cancelation of said Special Event Permit. I further understand that once insurance is purchased a copy will be automatically forwarded to the city. Please refer to the TULIP information on page 3 of packet for instructions.

**APPLICATIONS WITH MISSING INFORMATION CAN NOT BE PROCESSED IN A TIMELY MANNER AND MAY PREVENT OR DELAY ISSUANCE OF THE SPECIAL EVENT PERMIT.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN WEDDING APPLICATION TO:**

In person: Boca Raton Community Center, 150 Crawford Blvd, Boca Raton, FL 33432, Attn: Special Events Coordinator  
Email: [slanz@myboca.us](mailto:slanz@myboca.us)

**FOR OFFICE USE ONLY**

Application: Date Rcv'd \_\_\_\_\_ Legible: Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of Residency: Current Utility Bill \_\_\_\_\_ Driver License \_\_\_\_\_ | Residency: City \_\_\_\_\_ BPD \_\_\_\_\_ ; Non-Resident: PBC \_\_\_\_\_ Other \_\_\_\_\_

Insurance: TULIP (Tenant User Liability Insurance Program) page 4: Yes \_\_\_\_\_ No \_\_\_\_\_ Vendor Listed: Yes \_\_\_\_\_ No \_\_\_\_\_

Application Permit Fee: \$ \_\_\_\_\_ Parking Permit Fee: \$ \_\_\_\_\_ Total Fees Paid: \$ \_\_\_\_\_

Payment Type: Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_ VS \_\_\_\_\_ MC \_\_\_\_\_ Amex \_\_\_\_\_ Disc \_\_\_\_\_

Associate: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date of Payment: \_\_\_\_\_

This event has been Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ If Disapproved, for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_