



WEDDING INFORMATION

1. Can I have a Wedding Ceremony in a City of Boca Raton Park?

Yes, 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-come, first-served basis by contacting the room & event coordinator at 561-367-7016 or brplevents@ci.boca-raton.fl.us
150 or fewer guests permitted at this site.

We recommend that you attempt to visit the site(s) and take note of pedestrians’ 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?

No, ceremonies may be scheduled for any date in a calendar year.

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

1. **Plaza Real**
No time restraints however it’s important to for you to take into account how long your setup is going to take
2. **Red Reef (East)**
Morning weddings can be conducted between 7:00 am-9:00 am.
Afternoon weddings can be conducted between 4:30 pm-9:30 pm.
3. **Sanborn Square**
No time restraints however again it’s important to for you to take into account how long your setup is going to take

Can I hold the reception at the site as well?

No, only the ceremony portion may be scheduled at the parks listed above.

How do I reserve a site or schedule my wedding date?

Any person seeking to conduct a wedding ceremony at a City of Boca Raton park site should first contact (561) 367-7016 or email brplevents@ci.boca-raton.fl.us to check availability. Once availability has been confirmed, you will be emailed a wedding packet and application form to complete.

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 logging on the following website: www.onebeaconentertainment.com:

- Click on products and select TULIP (Tenant Users Liability Insurance Policy)
- Click on purchase or quote
- Enter your Venue ID Code: **4254-000**
- Click on **GO**
- Click on **NEXT**
- Click on Enter Event Details - **KEY in WEDDINGS** or on drop down box.
 - Have you held this event before? (answer – no)
 - If yes, were there any losses or claims? (answer- no)
- Select the date(s) for your event.
- Event name: _____ example: (Smith’s wedding)
- Do you require liquor liability coverage? **NO** (Alcohol is prohibited in City parks)
- Enter expected number of attendees.
- SKIP THE VENDOR SESSION.
- Click on GET QUOTE (Do not use browser’s “BACK” button during this process otherwise information may be lost).
 - **Premium Quote and Contact Information**
 - Enter the tenant user information
 - Enter a contact for the insurance policy
 - **Review and Confirm your Information**
 - Facility
 - Event Details
 - Insured
 - Contact
 - Agree & Accept
 - **Summary**
 - Cover

- Premium
- **Purchase Coverage**
 - Credit Card or Check
 - Billing Information

Please note that the payment processing may take a few moments to complete. Do not click your Back button or try to close or refresh the screen during this time otherwise your transaction may be voided.

Upon receipt of your confirmation record the five digit code in RS# line (top of sheet).

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 at \$1/hr. from 7 am - 4:59 pm and \$2/hr. from 5:00 pm or later.

b. RED REEF

EAST: Normal entrance fees apply to all vehicles associated with the ceremony.

7 days a week \$25 per vehicle

(Parking Fees are applied per vehicle and are non-refundable.)

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

(Parking is free for current City of Boca and Greater Beach and Park permit holders).

Guest passes can be purchased in advance but no later than 2 days prior to the event by contacting Julia Shelton, Recreation Center Sup. III (561) 367-7081 or jshelton@myboca.us. **Passes are non-refundable.**

Note: A pre-purchased parking pass does not guarantee the availability of an authorized 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 2nd Street and NE 1st Avenue (\$1/hr 7:00 AM – 4:59 PM and \$2/hr 5:00 PM or later).

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

Completed wedding permit applications can be emailed to jshelton@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 (adjacent 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 the all city regulations.

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

No, but you are 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. **Only exception would be an occurrence of a natural disaster in the area (hurricane, tornado or fire).**

11. What time can I start setting up on the day of the wedding?

We recommend that you add 30-45 minutes set-up to your set-up time.

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

No, the allotted time is only 30 minutes prior to your event.

13. How much time will I have for decoration setup?

Setup inevitably takes more time when you have multiple items; therefore, you may need to setup at least one hour prior to your scheduled event. This should be taken into consideration when completing the permit application.

14. 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.

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

No, signs are prohibited.

16. Can my pet participate in my ceremony?

Unfortunately, NO City Ordinance prohibits pets in any City park not designated specifically for pet use.

17. Can my guests smoke in the area?

Smoking is prohibited in all City parks

18. Are tables, linens and chairs provided?

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

19. 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, but please remember 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.

20. 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.

21. 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.

22. Are there any other restrictions in regard to 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 item must be battery operated ONLY)**

23. 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.

24. Wedding breakdown?

Clean up is the most important rule — the City of Boca Raton requires you to remove all of 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

Recreation Services Department, City of Boca Raton Community Center, 150 NW Crawford Blvd, Boca Raton, FL 33432 (561) 393-7081 www.MyBoca.us

Complete and return this application at least 20 days prior to the event date. **The payment of fees does not guarantee event approval.**

No alcohol allowed at any City of Boca Raton Park.

APPLICANT

Name _____

Residential Address _____

City _____ State _____ Zip _____

E-Mail _____

Cell Phone _____

Evening Phone _____

Are you the Bride: Groom: Other:

(if Other) Relationship: _____

Bride/Groom Name _____

EVENT DATE INFORMATION

Date of Event _____

Event Start Time _____ Event End Time _____

Expected Number of Participants _____

EVENT DATE CONTACT INFORMATION

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**

Contact Name _____

Telephone Number _____

VENDOR INFORMATION

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

Name _____

Contact # _____

EQUIPMENT (You intend to bring into park)

SELECT EVENT LOCATION

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

Electric: Yes No

Fees: Resident (City of Boca Raton Residents) **\$152**

Non-resident **\$303** plus \$30 processing fee.

Parking: Street parking and parking garage available

Insurance: Required Please reference page 3 in Wedding packet!

30 or fewer guests permitted under the gazebo.

THIS SITE MAY BE USED FOR THE WEDDING ONLY.

The Count de Hoernle Pavilion Train Depot located at 747 South Dixie Highway may be rented for the reception. For more information please call 561-367-7081.

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 hrs rental)

Electric: Yes No

Fees: Resident (City & Greater Beach & Parks) **\$57**

Non-resident **\$224**

Parking Fees Applied Per Vehicle: _____ **initial**

\$25.00 per vehicle

*Parking passes may be purchased in advance no later than 2 days in advance of the event. **No refund issued for unused passes***

Insurance: Required Please reference page 3 in Wedding packet!

100 or fewer guests permitted at this site.

THIS SITE MAY BE USED FOR THE WEDDING ONLY.

The Count de Hoernle Pavilion Train Depot located at 747 South Dixie Highway may be rented for the reception. For more information please call 561-367-7081.

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

Electric: Yes No

Rental Fees: Residents(City of Boca Raton Residents) **\$152**

Non-resident **\$303** plus \$30 processing fee.

Parking: Street parking & public lot corner of NE 2nd St. and NE 1st Ave

Insurance: Required Please reference page 3 in Wedding packet!

150 or fewer guests permitted at this site.

THIS SITE MAY BE USED FOR THE WEDDING ONLY.

The Count de Hoernle Pavilion Train Depot located at 747 South Dixie Highway may be rented for the reception. For more information please call 561-367-7081.

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.

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. _____ (initial)

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. _____ (initial)

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 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 SPECIAL EVENT PERMIT APPLICATION TO:

Recreation Services Department, City of Boca Raton Community Center, 150 NW Crawford Blvd, Boca Raton, FL 33432

Questions or additional information, contact: (561) 367-7081 (phone), [email: jshelton@myboca.us](mailto:jshelton@myboca.us)

FOR OFFICE USE ONLY

Application Date Rcv'd _____ Legible: _____ Yes _____ No

Proof Resident): City Resident: _____ Non-Resident Location:

_____ Current Utility Bill BPD Resident: _____ _____ PBC

_____ Driver License _____ Other

Insurance: TULIP (Tenant User Liability Insurance Program) page 3: _____ Yes _____ No

Vender Listed: Yes _____ No _____

PLEASE CIRCLE PAYMENT TYPE: Cash Check Money Order VS MC Amer Express \$ _____

Associate: _____ Receipt Number: _____ Date: _____

Subject to the following conditions or reasons, this event has been:

Approved

Disapproved

Signature: _____

Date: _____