



# Town of Scarborough, Maine

## DEPARTMENT OF COMMUNITY SERVICES

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### Wedding and Special Event Policies

#### Requesting a Beach

- Scarborough Community Services manages and oversees Pine Point Beach and Ferry Beach.
  - To reserve a beach for a wedding ceremony or event you need to submit a request through our online Webtrac system by following the following link to our website and follow the instructions: <http://www.scarboroughmaine.org/departments/community-services/facility-reservations>
    - If you would prefer, you can also reach out to our Facilities Scheduler at [Reservations@scarboroughmaine.org](mailto:Reservations@scarboroughmaine.org) to fill out a form and to discuss your event.
  - After your request has been submitted the Facilities Scheduler will follow up with you to approve or deny the request based on availability of space, potential impact on the beach, and ability of the Community Services Department to meet the needs of the request
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#### Fees

- Permittees will be charged a nonrefundable \$50 ceremony or event fee.
    - Fee includes 5 free parking passes if requested. Passes will be given to the applicant for distribution. **Important note:** These five spots are on a first-come, first-served basis. On busy summer days, there may be no spots available. Regular parking fees apply to all other guests
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#### Use of Town Facilities

- Beaches remain open throughout all events. No areas may be sectioned off at any time.
- No more than 50 chairs may be placed on the beach for any given event or ceremony.
- Pop up tents are acceptable, but larger tents are prohibited. Additional structures, such as arches, are also prohibited.
- No open flames are permitted on the beaches. This includes both charcoal and propane grills.
- Alcohol is prohibited.
- Wedding receptions are not permitted on town owned beaches or parks.