



Town of Falmouth

Office of the Town Manager & Select Board
59 Town Hall Square · Falmouth, MA 02540
Tel. (508) 495-7320 · Fax (508) 457-2573

www.falmouthma.gov

Instructions for Applying for a Beach Wedding Ceremony and/or Beach Parking Permit

Information on applying for a beach wedding ceremony is available on the Town of Falmouth website at <https://www.falmouthma.gov/649/Special-Events>, or by contacting the Office of the Town Manager/Select Board. On the website, you will find the Beach Use Policy and the Application.

Complete the application (at least 60 days in advance of event) and forward it to the Office of the Town Manager/Select Board, 59 Town Hall Square, Falmouth, MA 02540. Include a \$10.00 filing fee (please make check payable to the Town of Falmouth).

The application is reviewed by the Town Manager's Internal Working Group for Special Events (which is made of up representatives of town departments, including the beach superintendent, and public safety). The Working Group will check the date and the beach for availability and will contact you if there are any conflicts or questions.

The recommendation of the Working Group is presented to the Select Board, and the Select Board will discuss and vote to approve during one of its meetings.

After approval by the Select Board, a notification will be emailed to you. The permit will be issued to you upon receipt of all fees and required documents.

Filing Fee: \$10.00

Permit Fees:

Use of Town Beaches for Weddings/Ceremonies, Resident 75.00

Use of Town Beaches for Weddings/Ceremonies, Non-Resident \$150.00

Use of Town Beach Parking Lots, Resident \$75.00

Use of Town Beach Parking Lots, Non-Resident \$150.00

Deposit: \$300.00

(Please submit a separate check for the deposit. The deposit is refunded after the event provided there is no damage or littering to the area.)



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Application for Beach Wedding Ceremony and/or Beach Parking Permit

CONTACT INFORMATION

Applicant's Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

CEREMONY DETAILS

Ceremony Day and Date: _____

June – September: Events must start after 4:00 p.m.

Set-up Arrival Time: _____

Ceremony Hours: _____ am / pm to: _____ am / pm

Venue Requested:

1st Choice: _____

2nd Choice: _____

Number of Guests _____ Number of Vehicles _____

Time needed for parking of vehicles _____ am/pm to _____ am/pm

Parking is on a first-come, first-served basis. Carpooling and group transportation is recommended.

Will you be providing group transportation to and from this venue? Yes _____ No _____

Will your ceremony include live or pre-recorded music? Yes _____ No _____

Will photography be taken immediately following the Ceremony? Yes _____ No _____

ADDITIONAL INFORMATION

Please provide any additional details of your ceremony including special requests such as the use of Falmouth's beach wheelchair, restroom facilities (if available):

Applicant's Signature: _____ Date: _____

SELECT BOARD



TOWN OF FALMOUTH

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BEACH USE POLICY

1. Purpose. The Board of Selectmen may permit the use of Falmouth beaches for private events or public events for civic, educational, recreational, celebratory or other lawful purposes. Permitted events shall always be subordinate to the primary use of public beaches which are swimming, sunbathing and other usual and customary shore and water related activities.
2. Reservation Procedures. Reservations for events shall be made on such application form as the Town Manager shall provide and shall be submitted, together with all requested supporting documentation, materials and appropriate fees and security deposits at least 60 days before the requested use date. Individuals and organizations may apply for up to 2 permits per month for a particular time slot per calendar year and the granting of any permit shall not imply an obligation on the part of the Board to grant other permits to the applicant in the future or to grant permits for the same purpose on a regular basis. The Board of Selectmen will make reasonable effort to act upon an application within 21 days of receiving the application.
3. Rules for Reservation. Beach Committee activities and other events sponsored by a town department shall have priority and a permit may be denied or withheld if the event or requested use date would interfere with one of these activities or events. Applications shall be accepted and acted upon in the order in which they are received. All applications, fees and security deposits must be filed in the office of the Town Manager during regular business hours. The failure to exercise a granted permit, except for good cause, may result in the denial of a future application by the same applicant.
4. Rules for Use. Events shall not be for entrepreneurial or commercial purposes or for the solicitation of business or the sale of goods or services. All posted rules and regulations of the Beach Committee remain in full force and effect unless specifically waived in the permit. All events shall be conducted free of charge and open to the public, except for wedding ceremonies and memorial services which may be limited to invited guests within a designated area. Athletic events

- may charge an entrance fee. Performers who are not compensated for appearing at an event may accept, but not solicit, donations. No activity shall be conducted which uses amplification for voice or music unless the Board of Selectmen determines that such use will not unreasonably disturb other beach users or nearby residential neighborhoods. Refreshments and food items may be brought onto the public beaches by event participants to the same privilege other beach users enjoy, but no refreshments or food may be prepared on the beach or in the adjoining parking lot unless the permit specifically allows. No alcoholic beverages are allowed on the beach or beach parking areas.
5. Hours. No event shall be permitted before 4:00 p.m. on any day from Falmouth Beach Opening Day to Labor Day. After Labor Day and before Falmouth Beach Opening Day events may be permitted on any day of the week from one half hour before sunrise until one half hour after sunset or the posted closing time of the beach, whichever is later. Time for set up and take down of event equipment shall be arranged with the Beach Committee.
 6. Fees. The Board of Selectmen will establish appropriate fees in accordance with Chapter 119 of the Code of Falmouth. Fees are non refundable after the seventh day before the requested use date, except for weather cancellations. Insurance and indemnification agreements and security deposits may be required on the same terms and conditions as non-beach events on other town property.
 7. Parking. All persons attending a permitted event shall park in the beach parking lot, if available, and pay any fee applicable depending on the season or time of day. Parking on nearby streets is permitted subject to all posted limitations.
 8. Miscellaneous Provisions. In its discretion, the Board of Selectmen may ask the Chief of Police to determine if police detail presence is required, and the Chief's decision shall be final. The Board may reject any application if the requested event is too large for the available beach area or is likely to be disruptive or disorderly or unreasonably interfere with the rights of the public to use the beach for usual and customary purposes. In determining whether such likelihood exists, the Board may take into consideration information from the application, the applicant's history of beach use or use of similar facilities elsewhere, the recommendations of town officials and department heads and other information it deems appropriate.