



Pemaquid Point Lighthouse Park Wedding/ Event Application

Thank you for your request to use Pemaquid Point Lighthouse Park for your wedding or event. At Lighthouse Park, the rental of the Learning Center includes the use of electricity, tables, chairs, and nearby restrooms. There are no cooking facilities in the building.

Since parking is limited at Lighthouse Park, we encourage you and your guests to carpool.

- If an event is scheduled during normal park operating hours, the park does remain open to the public.
- Please note that no alcohol is permitted at Lighthouse Park.

To reserve the date and time for your wedding/ event, please complete this form and attach a check for your guest count as a deposit. The deposit amount will go towards the total cost of your event, and your chosen date will not be reserved until the deposit has been received. Fee includes guest admissions. Reservations are on a first-come first-served basis. For any additional information please contact Bristol Parks at (207)563-1800 or bristolparks@tidewater.net

Cancellation Policy:

- If a cancellation occurs from 0-30 days prior to event/wedding date, there will be no refund.
- If a cancellation occurs from 31-60 days prior to event/wedding date, the refund will be 25% of amount paid.
- If a cancellation occurs from 61-90 days prior to event/wedding date, the refund will be 50% of amount paid.
- If a cancellation occurs from 91-120 days prior to event/wedding date, the refund will be 75% of amount paid.
- A cancellation over 121 days prior to event/wedding date, the refund will be 90% of amount paid.

Due to Town regulations, proof of liability insurance is required. Please obtain and submit proof at least 30 days before the event. This may be available from your own insurance agent. Coverage must name the Town of Bristol as the additional insured. For your convenience, the Town of Bristol is enrolled in the Tenant User Liability Program (TULIP). More information can be found on the Wedding/ Event Forms and Application page at BristolMaine.org/parks-recreation

Date of event: _____ Time of event: _____

Set up arrival time: _____ On site end time: _____

Type of Event: _____ Name(s): _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone: (day/cell) _____ (evening) _____ E-mail: _____

Fees

Select the total number expected to attend your event (Deposit):

☐ 5 - 25 : \$ 2 5 0

☐ 26 - 50 : \$ 3 5 0

☐ 51 - 75 : \$ 4 5 0

☐ 76 - 125 : \$ 5 5 0

☐ 126 + : \$ 6 5 0

White folding chairs are available on premises for rental, therefore, no chairs rented from outside sources are permitted. **There is a \$50 per hour staffing fee for weddings/events.** The staffing fee is for the time you are on site as well as the time needed for set up and take down. All chair rentals will have one hour staffing added.

Chairs Needed at \$2.50/Chair: _____ Total Chair Fee \$ _____

Arbor Fee: \$75.00 Arbor Needed? ☐ YES ☐ NO \$ _____

Learning Center Rental Fee: \$75.00/Hour Total LC Rental Fee \$ _____

Grill Fee: \$25.00 Grill needed? ☐ YES ☐ NO \$ _____

Staffing Hours Needed at \$50.00/Hour: _____ Total Staffing Fee \$ _____

_____ Please initial to confirm you have read and understand the insurance and staffing fee requirements.

Please make your check payable to: Bristol Parks and Recreation.

Note the name of event on check.

Mail the check with the completed form to: Bristol Parks, 1180 Bristol Road, Bristol, ME 04539

TOTAL AMOUNT ENCLOSED: \$ _____

Wedding Set Up Options (if chairs requested)

A. Upper area, chairs facing Lighthouse



B. Upper area, chairs facing water

Picture to come

C. Lower area



Set up selection: _____

Total number of chairs: _____

Do you want center aisle: _____

Number of rows: _____

Number of chairs per row: _____

You must confirm the number of chairs, set up, and insurance no later than 30 days prior to your event. If you have not confirmed, we will set up according to your original choices here. Any changes done on the day of your event will have an additional \$50 staffing fee applied.