



BEACH WEDDING PERMIT APPLICATION GUIDELINES

Convention & Visitors Bureau - Resort Management - Special Events and Film Office
2101 Parks Avenue | Suite 302 | Virginia Beach, Virginia 23451
Phone: (757) 385-4800 | Fax: (757) 422-3666 | www.vbgov.com/resort

The information requested on the Beach Wedding Ceremony application will be used to determine your eligibility for the permit requested. Applications may be released upon written request, as provided by the Freedom of Information Act. Completion of the application is voluntary; however, failure to do so will prevent processing of your application. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting of the event and possible loss of privilege to host events in the future.

Please be advised:

- Your application cannot be processed until you have submitted the corresponding processing fee. We accept Credit Cards, Checks or Money Orders. All checks should be made payable to the City of Virginia Beach.
- Applications are not accepted electronically (fax or email) and will not be processed.
- Submitting an application does not guarantee approval of the permit.
- By submitting an application, you are agreeing to abide by all regulations set forth below.

Permit Processing Fee:

TYPE OF EVENT	APPLICATION & PAYMENT DUE	PROCESSING FEE
Beach Wedding Ceremony	45 days prior to the event	\$200

Beach Wedding Permits:

A beach wedding permit is not required for a simple, small ceremony that:

- (a) will not section/cordon off an area of the public beach for exclusive use **AND**
- (b) will not have any equipment (tents, chairs, arches, etc.) **AND**
- (c) total number of attendees will not exceed 199

A beach wedding permit is required for a ceremony that:

- (a) will section/cordon off an area of the public beach for exclusive use **OR**
- (b) will have equipment (tents, chairs, arches, etc.) **OR**
- (c) total number of attendees will be 200 or more

A beach wedding permit will allow exclusive use of the public beach for up to a three-hour time frame. The three-hour time frame includes setup, ceremony and breakdown. The permit will also allow for use of equipment such as tents, chairs, arches, etc.).

Amplified sound is permitted, however, the City may impose reasonable restrictions on noise at wedding ceremonies authorized by special event permits.

The beach wedding permit is for the ceremony only. The City of Virginia Beach does not permit private receptions on public property. Food and alcohol are not permitted.

Locations where beach wedding permits are issued:

- 2nd street to 83rd street Oceanfront
- The beach adjacent to Sandbridge Market

Dates for beach wedding permits:

- Permits can be issued year round for a beach wedding ceremony
- Beach wedding permits will not be issued for:
 - Memorial Day Weekend
 - The week of 4th of July
 - Labor Day Weekend
 - Any location that will interfere with activities such as a special event, construction, maintenance projects, etc.

Additional information:

- The City **will not** block off a designated area for your ceremony. That is the responsibility of the permit applicant and/or wedding party.
- The City will not provide any services for your ceremony (electrical source, trash services, etc.)
- Ceremonies are prohibited on the boardwalk. The boardwalk or beach access cannot be impeded by the event.
- Obey the environmental rules and the beach signs when choosing a site. (Keep off the rock jetties, stay off the dunes, and do not block sidewalks or beach accesses).

Restrictions:

- No open flames (includes sky lanterns, tiki torches, etc.).
- No generators.
- No glass is permitted.
- No helium balloons, rice, birdseed, confetti/streamers and fake flower petals (silk, plastic, nylon, etc.) is permitted due to environmental concerns. Dropping fake flower petals is littering. Please use REAL, un-dyed flower petals.
- If you are using any equipment or structures during your ceremony please remove them from the beach. Do not leave arches, chairs, fence, ribbons, bubble bottles, beverage containers, decorations, etc. behind. Basically, if you bring it out to the beach, please take it with you after the event. Clean up after yourself and your guests and please leave only footprints.

Parking:

Parking is limited at the Oceanfront and Sandbridge Beaches. Park in legal, designated parking spaces only. No vehicles are allowed on the boardwalk or the beach. This includes loading and unloading ceremony materials and equipment. There are multiple public parking lots and garages for your convenience. The surface lots open at 8am and charge a fee from April 1st through October 31st. The parking garages open at 7am and charge a fee throughout the entire year. Parking lots are public and cannot be restricted. Adhere to all parking restrictions. No red zone parking or blocking of driveways. Double parking by limousines is not allowed. There are no additional parking privileges provided with the obtainment of a permit.

Marriage License:

For information about marriage licenses, please contact the Virginia Beach Circuit Court Clerk's Office located at 2425 Nimmo Parkway, Building 10-B 3rd Floor, Virginia Beach, Virginia 23456 or call (757) 385-8926.

For additional information on having your wedding in the City of Virginia Beach, visit <http://www.visitvirginiabeach.com/weddings>.



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OFFICE USE ONLY	Application Number: _____	Event Coordinator: _____
	Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ Time: _____

APPLICANT INFORMATION

Applicant Name: _____

Organization/Business Name (if applicable): _____

Are you 18 years of age or older? Yes No

Phone: _____ Cell: _____

Email: _____

Mailing address (including zip code) for correspondence regarding this event: _____

Will you be the on-site point of contact during the event? Yes No

If no, who will be the point of contact? _____

Names of Engaged Couple: _____

ABOUT THE CEREMONY

Permitted Space is reserved for a MAXIMUM of 3 hours for set-up, ceremony and breakdown.

Please be descriptive with the exact location of your ceremony. For example, 10th Street – 11th Street beach.

- | | |
|---|---|
| Locations where beach wedding permits are issued: <ul style="list-style-type: none"> • 2nd street to 83rd street Oceanfront • The beach adjacent to Sandbridge Market | Beach wedding permits will not be issued for: <ul style="list-style-type: none"> • Memorial Day Weekend • The week of 4th of July • Labor Day Weekend • Any location that will interfere with a major special event |
|---|---|

1st choice:					
Date:		3 hour timeframe:		Ceremony start time:	
Location:					

2nd choice:					
Date:		3 hour timeframe:		Ceremony start time:	
Location:					

Anticipated Attendance

Indicate the anticipated attendance:

0-50 50-100 100-150 150-200 200-250 250-300

If more than 300, indicate the anticipated attendance: _____

Amplified sound – check all that apply

The City will not provide an electrical source. Generators are not permitted.

The City may impose reasonable restrictions on noise at wedding ceremonies authorized by special event permits.

- DJ / recorded music Live music Microphone / speaker
 No amplified sound will be used

Cordons/Sectioning ceremony area

The City will not block off a designated area for your ceremony. That is the responsibility of the permit applicant and/or wedding party.

Will you be cordoning/sectioning off your ceremony site? Yes No

If yes, describe what type of equipment will be used:

- Ropes Posts Cordons Flags Signs
 Other: _____

Tents

Only 10' x 10' tents are permitted.

Will there be tents at the ceremony site? Yes No If yes, how many? _____

If yes, indicate the supplier: Engaged couple/wedding party Commercial business

If using a commercial business, provide contact information below:

Business name: _____

Contact name / phone number: _____

Arches/Canopies

Will there be arches/canopies at the ceremony site? Yes No If yes, how many? _____

If yes, indicate the supplier: Engaged couple/wedding party Commercial business

If using a commercial business, provide contact information below:

Business name: _____

Contact name / phone number: _____

Chairs

Will there be chairs at the ceremony site? Yes No If yes, how many? _____

If yes, indicate the supplier: Engaged Couple/Wedding Party Commercial business

If using a commercial business, provide contact information below:

Business name: _____

Contact name / phone number: _____

Transportation and parking

The City is unable to provide any parking passes or reserved parking for the ceremony.

Indicate where the attendees / participants will park:

- Legal on street public parking areas Public parking garage /lot
 Satellite parking location(s): _____
 A shuttle service will be used to transport attendees to the ceremony site

HOLD HARMLESS CLAUSE

Permittee (applicant / organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittees operation. Permittee hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees. Furthermore, by signing this Application, Permittee hereby agrees to waive any and all claims that Permittee may have against the City, its officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

By submitting this Application, you are agreeing to abide by all beach wedding regulations set forth in the Beach Wedding Permit Guidelines and application.

Applicant name (print neatly)

Applicant signature

Date