



The Jewel of the Chesapeake Bay  
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99  
North Beach, MD 20714

410.257.9618 | 301.855.6681  
www.northbeachmd.org

## WEDDING APPLICATION

Date of Application: \_\_\_\_\_

Date Facility is Needed: \_\_\_\_\_

Time Facility is Needed (start to finish to include decorating, photos & clean up): \_\_\_\_\_

The undersigned hereby applies for a license to use a public facility of the Town of North Beach, Maryland.

Names of Persons Being Married: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTE: MUST COMPLETE PAGE 2 IN FULL AND SIGN PAGE 3.**

---

### FOR OFFICE USE ONLY

GRAND TOTAL \$ \_\_\_\_\_  
25% DEPOSIT AMOUNT \$ \_\_\_\_\_  
BALANCE DUE \$ \_\_\_\_\_

DEPOSIT DUE DATE \_\_\_\_\_  
BALANCE DUE DATE \_\_\_\_\_  
(Due 30 days prior to the event.)

PAID \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

\_\_\_\_\_  
Stacy Milor, Town Clerk

\_\_\_\_\_  
Richard Ball, Waterfront Manager

Additional Notes and Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**FACILITY REQUESTED**

- \_\_\_\_\_ T-Section of Pier (Ceremony Only)
- \_\_\_\_\_ Pavilion (Ceremony Only; Not Available Memorial Day through Labor Day)
- \_\_\_\_\_ Beach (Ceremony Only; Not Available Memorial Day through Labor Day)
- \_\_\_\_\_ Sunrise Garden (Ceremony Only)
- \_\_\_\_\_ Wetlands Overlook Park (Ceremony and Reception)

**(While making your selections, please indicate quantities & total amounts in the spaces provided)**

_____	<b>Number of Hours</b> the facility will be used (\$175.00 per hour)	\$ _____
_____	<b>Labor</b> (Flat fee when renting tents and chairs.)	
_____	\$200.00 Chairs Only	\$ _____
_____	\$500.00 Tents and Chairs	\$ _____
_____	<b>Electric Requirement</b> (\$50.00 for connection)	\$ _____
_____	<b>Tents</b> (Not available for Sunrise Garden, Beach or Pavilion Rentals)	
_____	10 x 20 \$350.00 (Catering tent with walls)	\$ _____
_____	20 x 20 \$450.00 (Ceremony Usage)	\$ _____
	(Accommodates 50 chairs. Chairs must be rented separately)	
_____	20 x 20 \$450.00 (Reception Usage)	\$ _____
	(Accommodates 4 round tables for up to 32 people. Tables/chairs must be rented separately)	
_____	20 x 40 \$650.00 (Ceremony Usage)	\$ _____
	(Accommodates 100 chairs. Chairs must be rented separately)	
_____	20 x 40 \$650.00 (Reception Usage)	\$ _____
	(Accommodates 8 round tables for up to 64 people. Tables/chairs must be rented separately)	
_____	<b>Chairs</b> \$1.00 each (250 available)	\$ _____
_____	<b>Tables</b> \$10.00 each	
_____	60" Round (20 available)	\$ _____
_____	6' banquet (7 available)	\$ _____
_____	8' banquet (4 available)	\$ _____
_____	Sweetheart Table (1 available)	\$ _____
_____	<b>Smoker Stations</b> \$10.00 each (4 Available for the Pier & Pavilion only)	\$ _____
	<b>GRAND TOTAL</b>	\$ _____



## TOWN OF NORTH BEACH AGREEMENT

1. All wedding parties will be charged the labor fee when renting chairs and/or tents.
2. Free movement on other parts of the pier, boardwalk, beach and parks will not be impeded.
3. **Reservations** will be processed when a signed contract and the appropriate reservation deposit are received and countersigned by the Town of North Beach representative. For wedding ceremonies and receptions, the reservation deposit is 25% of the total. Verbal reservations will be held for 10 days to allow a client to submit a credit card or check payment. Due to the volume of requests, dates will not be held for more than 10 days. The balance of the event fee is due thirty (30) days prior to the scheduled event.
4. **Cancellation:** There shall be NO refund of deposit 48 hours from the signing of agreement and 25% deposit is received. If the event is cancelled within 90 days of the event date, the client shall pay the balance of the contract due to the high probability that the Town of North Beach will not be able to further book that date. Once a balance is paid, it is **NONREFUNDABLE**. Cancellation must be in writing even if a phone call was made to inform the Town of North Beach of the cancellation.
5. **Inclement Weather Policy:** In order to protect the safety and well-being of all concerned, the Town of North Beach reserves the right to cancel the event in the face of a major act of GOD, such as, but not limited to, hurricanes, floods, blizzards and severe rain storms with a full refund of all deposits to the client. It is recommended that any event have a sufficient indoor wedding plan in case of inclement weather.
6. **TRANSPORT SERVICE:** The undersigned agrees to hold harmless the Town of North Beach for any items damaged during transport that are transported by the Town of North Beach, i.e.: wedding cakes, decorations, catering food and items, beverages, or any item that is the property of the wedding party and hired contractors by the wedding party that will be transported by the Town of North Beach. The undersigned also agrees to hold harmless any personal injuries resulting from the transport of persons to and from the restroom facilities on Town approved golf carts.
7. The undersigned agrees to assume the risk of loss to any property, whether from breakage, damage, loss, theft and disappearance of any other cause, for the duration of the event, including set up and closing. Further, I agree to indemnify and hold the town of North Beach harmless from any and all claims, actions, damages, liability and expense including attorney's fees in connection with loss of life, personal injury and /or damage that may be done or suffered by reason of my fault and their guest or negligence in the performance of or failure to perform my responsibilities.

REPRESENTATIVE:

(Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Contact Name & Number for Day of Event: \_\_\_\_\_