



POLICIES AND PROCEDURES REGARDING THE USE OF VILLAGE PARKS AND FACILITIES FOR WEDDINGS

- Weddings conducted in the Village parks shall be limited to two (2) hours in duration, including set-up and clean-up times, and should be restricted to not more than seventy-five (75) guests.
- No weddings may be conducted in the Village parks or facilities on Fridays in July or August after 12:00 noon due to the scheduled use of those parks and facilities for community band concerts and other events.
- The sponsor shall be required to complete an application form provided by the Village Clerk disclosing information deemed necessary by the Village Clerk.
- Parking meters in the Village may not be bagged or reserved in any way in connection with a wedding ceremony. Persons attending weddings in the Village parks must obey all traffic regulations.
- No chairs (*), tents or other temporary structures may be erected in the Village parks in connection with wedding ceremonies. (The use of tents and tent stakes driven into the ground are deemed a threat to underground electric and water facilities located in parks.) It is the responsibility of the sponsor to make arrangements for an alternate location in the case of inclement weather.
- The use of sound amplification equipment or systems is prohibited.
- No food or beverages of any kind, including alcoholic beverages, may be used or consumed at the wedding ceremonies in Village parks.
- No glass of any kind may be brought into Village parks or facilities.
- No confetti of any sort (including bird seed, grass seed, etc.) may be used or distributed.
- No ceremonies of any sort other than picture taking may be held in the veterans' memorial section of Shotwell Park. This place is reserved to revere and honor those who have served or died in the military service of their Country and is not an appropriate location for a wedding ceremony.
- Any floral arrangements or decorations used in wedding ceremonies are to be free standing and may not be attached or fastened to any Village facility. All such floral arrangements or decorations must be removed at the conclusion of the ceremony.
- The Village reserves the right to impose such additional requirements as may be necessary from time to time in order to implement the forgoing policies and procedures.

() Special permission for the use of chairs for elderly or handicapped persons may be granted upon request from an applicant. In such event, the applicant is required to provide setup and remove any chairs.*