



BEACH WEDDING APPLICATION

TOWN OF COLONIAL BEACH

This application should ONLY be filled out if you are requesting a permit for a beach wedding ceremony.

Please review the Town of Colonial Beach Special Events Policy and Fee Schedule to ensure the information is completed correctly. It is the applicant's responsibility to contact all department heads and make sure that there is no changes that need to be made to the application. Once all documentation has been delivered to the Special Event Coordinator, the application will received a final review and be signed off on. Event organizers may be requested to meet with town representatives and others to review event plans, layout and logistics.

Application for beach wedding must be submitted 14 days prior to event date.

Submit completed application and supporting documents to the Special Event Coordinator:
MAGGIE LANE, 315 DOUGLAS AVE. COLONIAL BEACH VA 22443

Date Received: _____

Application Fee Paid: YES NO

APPLICANT INFORMATION

Applicant(s) Name _____

Names of Engaged Couple: _____

Phone: _____ Alternate Phone: _____

E-mail Address: _____

Mailing Address: _____

EVENT INFORMATION

Event Date: _____

Alternate Date (not required): _____

Event Start and End Time: Start _____ End _____

Location: _____

Number of total anticipated attendees (including spectators and participants): _____

Check all elements anticipated:

- Tents
- Arches
- Chairs
- Aisle Runner
- Other: _____

Beach Wedding Guidelines:

A Wedding Permit does not grant exclusive use. Colonial Beach is a public use beach, so access for other visitors must not be impeded during event. The Town cannot close or rope of a specific portion of the beach for your wedding.

Parking is metered and is \$2 an hour or \$20 a day. For more information about public parking locations, please view our [Parking Map](#) or call Town Hall at 804-224-7181.

Permits may be denied during holidays or major event.

No alcohol is permitted.

CERTIFICATION AND ACKNOWLEDGEMENT OF APPLICANT

The undersigned certifies that he or she has read the Town of Colonial Beach Special Event Support Policy and further certifies that the information furnished in this application is true and correct to the best of their knowledge and information.

The undersigned acknowledges that use of Town resources to host an event in the Town of Colonial Beach is contingent upon approval of this application by Town Staff.

Signature of Applicant: _____ Date: _____

For Office Use Only:

Comments:

Town Manager: _____ Date: _____