



WELCOME!

Falmouth-by-the-Sea is a spectacular location for life's celebrations and special events, and we welcome you and your guests to experience all that we have to offer. As you seek out the perfect location, be aware that the Town of Falmouth makes several public venues available for special events. We hope this information will be useful as you begin your preparations. Your permit to utilize town property for a private function does not authorize exclusive use. Please be flexible in your planning as all spaces are public and you may need to share your event with patrons or other guests. The area authorized may not be 'reserved' in advance and patrons should not be asked to relocate to accommodate your planned event. Our experience has been that the public enjoys the opportunity to be casual observers of special events and we wish you the best possible experience.

SPECIAL EVENT PERMITS

The first step in reserving an event location on a Town of Falmouth beach or public space is to contact the Town Administrator's office, 508-495-7320. This office will provide you with a Special Event Permit application that clearly captures all of the steps necessary for consideration and approval by the Board of Selectmen. Events that require equipment, including chairs and decorative elements, are permitted 2.5-hours from start to finish (including photography). Events that do not require additional equipment are permitted 1.5-hours (including photography). Please feel free to make note of any special requests on the application if the time allotment or any other aspect of the plan needs to be modified.

FEES

The following fees will be charged at the time of your application filing:

Residents	\$75.00 + \$10.00 filing fee
Non-Residents	\$150.00 + \$10.00 filing fee
Bonding Fee:	\$300.00 to be fully-refunded if location is returned to its proper condition.

GROUP TRANSPORTATION

Falmouth is known for its beautiful vistas and landscapes, and consequently offers limited parking areas. For this reason, group transportation (i.e.: trolleys, limousines, passenger vans) is recommended and may be required as a permit condition.

HANDICAPPED ACCESSIBILITY

Special beach wheelchairs are available upon request, and should be noted on your permit application.

POLICE DETAIL

The size and location of your ceremony or special event may require that a police detail be hired as a permit condition.

ALCOHOL AND CATERING

Alcohol is not permitted on town beaches and/or public areas. If you wish to have your event catered please be sure to make note of this desire on your permit application.

TOWN BYLAWS

All Town of Falmouth Bylaws must be adhered to.

Should you require assistance in the planning of your event, please take advantage of the information on the Falmouth Chamber of Commerce's website at www.FalmouthChamber.com or visit its downtown Visitor Center at 20 Academy Lane where the staff will be happy offer you a wealth of local information. Call for hours of operation, 508-548-8500.

We thank you for selecting Falmouth to host you and your family, and hope that it makes for the perfect backdrop to your celebration! Falmouth... Cape Cod at its best!