

FIRE ISLAND LIGHTHOUSE WEDDING AGREEMENT

Weddings held at the Lighthouse are available with the following conditions:

- * A permit from the National Park Service is required to hold the wedding ceremony. It is the couple's responsibility to complete the permit and return it to the Fire Island Lighthouse Preservation Society Inc. at the time of application.
- * A service fee of \$800 will be charged for the use of the facility, staff assistance and equipment. A non-refundable deposit of \$100.00 must accompany the attached application to reserve the date. Final payment is due two weeks prior to ceremony date.
- * Facilities are available for ceremonies beginning 9 am, 10 am, 4 pm or 5 pm, for a total of one and a half (1 1/2) hours including photography. Please advise your photographer. Due to the time constraints, beach traffic and parking we suggest the bridal party, family and guests arrive at the Lighthouse ½ hour prior to the start of the ceremony. The facility will remain open to the public during your ceremony. The Keepers Quarters/Visitor Center is open daily during July and August, 9:30 am - 6 pm. During the spring and fall seasons, the Visitor Center is open 9:30 am - 5 pm DST (4 pm EST).

Please carefully read the next two paragraphs of this document as they contain information key to the transportation of your wedding party, your guests, wedding officiator and photographer.

- * **All parking for guests is at Robert Moses, Field 5. (NYS Parks charges a parking fee.) The boardwalk between RMSP Field 5 and the Lighthouse is approximately .7 miles. A New York State Park permit is required for parking for groups and/or shuttle. It is your responsibility to get this permit from New York State Parks. For current charges and permits, call NYS Parks at (631) 669-1000. The parking field may be closed during busy summer days and alternative arrangements for parking must be made. RMSP cannot allow wedding guests to park once the parking lot is full. It is recommended that you use a Bay Shore chartered boat service that has a permit to use the Lighthouse dock in the summer season. The Lighthouse is about a 5 minute walk from the dock via the boardwalk.**
- * **Only 4 vehicles associated with the wedding party can access the Lighthouse parking lot. Generally, this allows for two wedding party, one officiator's and one photographer's vehicle. Each vehicle will be issued a parking permit which must be on display in the vehicle while parked in the Lighthouse parking lot. It is your responsibility to provide license plate numbers for all vehicles. Vehicle information must be provided one week prior to the date of the ceremony. If you choose to use a shuttle to transport your guests from RMSP Field 5, only a 20 passenger vehicle can be accommodated because the Lighthouse driveway has limited turnaround space. These requirements are in place to maintain access for emergency vehicles. The National Park Service and the Fire Island Lighthouse Preservation Society are responsible for ensuring that emergency vehicle access is maintained at all times. All vehicles not displaying a valid parking permit will be ticketed and may be towed at the owner's expense. Handicapped parking is available at the Lighthouse, as well. Please provide vehicle information no later than two (2) days prior to the date of the ceremony.**

- * There is very limited space inside the building (approximately 40 people) in the event of inclement weather.
- * The Keepers Quarters/Visitor Center will be open for use of rest rooms and gift shop. Tower tours are not included with this permit, but may be available depending on staff availability and for an additional fee.
- * The fee includes the use of the Societies sound system, portable altar and approximately 50 chairs. If you require more than 50 chairs, it is your responsibility to contact a rental service. It is your responsibility to contract with the rental service for delivery, set up and removal of chairs. The rented chairs must be removed immediately at the conclusion of your ceremony.
- *The conference room is available for the bride and bride's maids one hour prior to the ceremony. All belongings must be removed before the ceremony.
- * Rehearsals are permitted during business hours and scheduled in advance.
- *In order to ensure your ceremony goes as planned and with as few problems as possible, it is essential that you designate a person who can act on your behalf on the day of the ceremony. Typically, that person would not be a close family member or a member of the wedding party. We ask that the person identify themselves to the staff upon arrival at the Visitors Center. At that time, we can go over the requirements and answer any questions or concerns.**
- * All decorations must be cleared and approved by the Society. It is your responsibility to put up and take down all decorations. If you contact with a third party to provide your decorations, it is your responsibility to ensure the party understands and agrees to the limitations and rules set forth in this document. Decorations and flowers are not allowed inside the building. If inclement weather requires the ceremony to take place inside the Visitors Center, decorations will be limited to two portable flower arrangements or other such portable décor. Runners are not permitted anywhere on the outside grounds because of the wind conditions. Please keep in mind that the Lighthouse will be open to the public before and during your ceremony. It is suggested that decorations be put up as close to the ceremony starting time as possible. All decorations must be removed immediately at the end of the ceremony.
- * Rice, birdseed, helium balloons or confetti are not permitted. Bubbles are permitted outside only.
- * No food or beverages are permitted on the grounds or in the Visitors Center. There are no alcoholic beverages permitted anywhere on Lighthouse grounds or in the Visitors Center.
- * This permit is for the **Wedding Ceremony only**, not a reception. No other activities, with the exception of photography are permitted.

Signed: _____

FIRE ISLAND LIGHTHOUSE WEDDING AGREEMENT
Fire Island Lighthouse Preservation Society
4640 Captree Island
Captree Island, New York 11702

Wedding of: _____

Address _____

Town _____ State _____ ZIP _____

Phone # (Home) _____ (Work) _____ (Cell) _____

Email address: _____

Date of Ceremony: _____ Time and length of Ceremony: _____

Number of Guests: _____ Location: _____

Request to Decorate: _____

Special Requirements (Sound system, handicap parking, chairs, alter etc.):

Number/Type of Vehicle(s) requesting Lighthouse grounds entry:

Wedding Day Coordinator: _____

Wedding Favors from our Gift Shop are available (depending on inventory) at a discount

I acknowledge having read the attached agreement details and agree to abide by them.

Signature(s) _____

Deposit Received _____ by _____

Final payment is due two weeks prior to ceremony.

Rev. 7/01/11