



## Canaveral Port Authority (“CPA”) Beach Ceremony Permit Application

Applicant Names: \_\_\_\_\_  
 Ceremony Point of Contact: \_\_\_\_\_  
 Contact’s Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact’s Phone Number: \_\_\_\_\_  
 Contact’s E-mail Address: \_\_\_\_\_

### 1. Ceremony Information:

Requested Date of Ceremony: \_\_\_\_\_  
 Number of Guests Attending: \_\_\_\_\_  
 Set-up Time\*: \_\_\_\_\_  
 Ceremony Start Time: \_\_\_\_\_  
 Clean-up Time: \_\_\_\_\_

*\*Note: A Beach Ceremony Permit may not exceed a five (5) hour timeframe. This timeframe includes all deliveries, set-up, clean-up, and must occur within hours of 9:00 A.M. – dusk.*

### 2. Ceremony Details:

Location of Ceremony (please specify the beach access point (e.g., Boardwalk 1, 2, 3, or 4) and indicate where the ceremony will take place on the attached map): \_\_\_\_\_

Please provide a brief description of your ceremony: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Arch set-up required? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Rental Equipment (e.g., sound equipment, tents, tables, chairs)? Yes \_\_\_\_\_ No \_\_\_\_\_
- If setting-up tables/chairs, how many? \_\_\_\_\_

### 3. Permit Fee (due with application submittal):

Description of Ceremony	Fee	Select
No commercial support (e.g., equipment, tents, arch, chairs, etc.) and less than 25 attendees.	No Fee	
Commercial support and less than 25 attendees.	\$25	
Commercial support and more than 25 attendees.	\$25	

## Beach Ceremony Permit Application (cont.)

4. **Acknowledgements**

Please initial the applicable boxes to acknowledge that you have read and understand the following:

	I have read and understand the attached Jetty Park Beach Ceremony Rules and Regulations. The recipient of a Beach Ceremony Permit is responsible for ensuring all said Rules and Regulations are followed.
	I understand that this permit request will be considered under review until I have received written approval from Jetty Park staff. If this application is denied, I will receive a refund of the Permit Fee (if any).
	I understand that my request may be denied if Jetty Park staff determines that it will disrupt Jetty Park operations or pose a threat to public health, safety, or security.
	In the event of adverse weather or other unforeseen event, I am responsible for coordinating with Jetty Park staff to reschedule this ceremony to another date.

5. **Signature**

\_\_\_\_\_  
Signature of Applicant or Point of Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**SUBMITTAL:** Please send this completed Beach Ceremony Permit Application to the CPA Supervisor of Recreation and Events at [specialevents@portcanaveral.com](mailto:specialevents@portcanaveral.com)

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**[FOR JETTY PARK STAFF USE ONLY]**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_  
Signature of Jetty Park Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title



## **Beach Ceremony Permit Rules and Regulations**

A Beach Ceremony Permit is required in order to conduct a gathering or ceremony on the Canaveral Port Authority's ("CPA") Jetty Park beaches. The following Rules and Regulations provide guidelines, restrictions, and expectations to individuals and businesses that obtain a Beach Ceremony Permit. All applications must be submitted at least 30 days prior to the requested ceremony date but not more than 90 days prior to the ceremony date. A Beach Ceremony Permit may not be issued if the requested date will interfere with a major special event. Other dates may be excluded at the discretion of Jetty Park staff.

Jetty Park beaches are to be kept clean at all times. The Beach Ceremony Permit holder is responsible to ensure that no trash, debris, or litter remains on the beach after the ceremony.

### **Equipment and Set-up:**

- Amplified sound is allowed provided that, in Jetty Park staff's sole discretion, the sound does not annoy, harass, or disturb the general public.
- Decorations shall not be attached to Jetty Park property, including but not limited to signs, dune walkovers, trash receptacles.
- Tents may be no larger than 10'x10' in size.
- Set-up of tents shall not disturb large areas of sand by methods of creating holes and/or mounds and shall be secured by sandbags, weighted/stabilized buckets, or anchors.
- Ceremonies must maintain a minimum 100' buffer/separation from marked sea turtle nests.
- Equipment and the set up shall be simple in nature and easily taken down if prompted to move.
- Items that require a vehicle for transport onto the beach (e.g., storage trailers) are not allowed.
- All beach ceremony equipment must be promptly removed from the premises after the ceremony. Overnight storage is not permitted. The CPA is not responsible for items left behind or unattended.
- Each beach ceremony permit allows for a maximum of five (5) hours, including all deliveries and set-up. Clean-up must occur between 9:00 A.M. to dusk.

### **Conditions/Restrictions:**

- No open flames, tiki torches, glass, fireworks, pets, or animals are permitted.
- The use or release of sky lanterns is prohibited.
- No balloons of any size or kind, rice, birdseed, confetti, or streamers are permitted.
- No vehicles are permitted on the beach area.

- Only real, undyed flower petals shall be allowed on the beach for use at beach ceremonies. Fake flower petals made of silk, plastic, nylon or other non-natural materials are prohibited.
- No generators are permitted without the prior written approval of Jetty Park staff.
- No portion of the public beach access shall be obstructed or utilized for a beach ceremony.
- No beach access, pathway, or sidewalk may be obstructed for access by the general public.
- Ceremony must be set-up a minimum of 25 feet from the beach access ramp, dune line, or any other structure.
- All ceremony activities including clean up must conclude by dusk.
- The use of expanded polystyrene (commonly known as Styrofoam) is not permitted.
- The use of plastic straws, plastic stir sticks, and similar plastic items are discouraged in order to work towards a cleaner and safer environment.

**Parking:**

- A Beach Ceremony Permit does not include special or additional parking privileges. Parking spots are public and cannot be guaranteed or reserved. All ceremony-related parking must be in designated parking spaces only, which are on a first come, first serve basis. This includes loading and unloading ceremony materials. Public or private access and driveways shall not be blocked at any time.
- A Jetty Park Day Park Pass is required for entry into the park. Passes allow for entry into Jetty Park from 7:00 A.M. to 9:00 P.M. Re-entry is not guaranteed if Jetty Park is at capacity.

**Photography:** All beach ceremony photography must adhere to environmental rules and obey the beach signs. No beach ceremony photography shall be allowed on beach dunes, rock jetties, and other pristine natural areas. Drones are prohibited without prior authorization from the CPA Public Safety & Security Department.

**Receptions:** Jetty Park does not permit private receptions on the public beach before or after the wedding ceremony. However, several pavilions located off-beach are available for rent. More information about reserving pavilions can be obtained at <https://www.portcanaveral.com/Recreation/Jetty-Park-Beach-Pier>.

**Turtle Nesting Season:** From March through October of each year, sea turtles lay eggs along all beach areas, and the hatchlings emerge 50 to 60 days later. No beach ceremony shall be allowed within 100 feet of a marked sea turtle nest. Hatchling survival relies on keeping the beach clean and flat, and dark between dusk and dawn when they head towards the water, looking for reflections on the water of stars and the moon. Any artificial lighting visible to the hatchlings will disorient them. During the turtle nesting season, no lights (e.g., tiki torches, string lights, lamps, etc.) are permitted on the beach after sunset. Leaving the sand flat is a best practice during this season.

**The CPA reserves the right to cancel or revoke a Beach Ceremony Permit if, in CPA staff's sole discretion, a violation of these Rules and Regulations or any unsafe conditions are present.**



# Jetty Park Beach Ceremony Map

Please mark which boardwalk you will be utilizing and indicate where on the beach your ceremony will take place.

