



# Weddings at CPL

## Renting the Amphitheatre

Our beautiful Fletcher Steele-designed Amphitheatre is located at the head of Camden Harbor, on Atlantic Avenue just off of Main Street. The Amphitheatre can be rented for weddings, private parties, business gatherings, or charitable events. Events such as craft fairs, graduation ceremonies, and concerts have also been staged successfully in this historic space. The Amphitheatre is open to the public and enjoyed daily. There are no available facilities such as restrooms, changing rooms, telephones, or shelters.

Inquiries about the use of the Amphitheatre can be made by e-mailing Jane Lattimore at [jlattimore@librarycamden.org](mailto:jlattimore@librarycamden.org) or leaving a message for her on the library's main line at 207-236-3440. Jane only works Saturday - Tuesday. She will be sure to respond to your query on those days.

<b>Fee Structure</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>First 3 hours</b>	<b>\$950</b>	<b>\$1150</b>
<b>Each Additional hour</b>	<b>\$200</b>	<b>\$350</b>

# Guidelines for Use

- The use of the library by patrons must be respected.
- No alcoholic beverages permitted.
- **A certificate of insured liability is required for all rentals.** (Limit of Liability amount should be \$1,000,000.) Generally, a CERTIFICATE OF INSURANCE is available from your insurance agent. It should state that coverage applies to the Camden Public Library on the day of your wedding or event. The policy owner should be the same person(s) as the signer of the application. Insurance for wedding ceremonies and receptions also is available on line at [WWW.WEDSAFE.COM](http://WWW.WEDSAFE.COM).
- Public parking is available throughout town; a map is available.
- Exclusive use of the Meadow Parking Lot is not included.
- Wedding receptions are not permitted because facilities cannot support lights, fire of any kind, or cooking. In addition, there is no access to water or plumbing.
- No confetti or rice is allowed.
- Portable toilet facilities must be provided by the renter for any event over 4 hours and removed immediately thereafter.
- Amplified music is not permitted after 9:00 pm.
- Stakes of any kind are not permitted, including stakes for tents, signs, or fencing.
- Access to the library is available through the main doors on Atlantic Avenue only. *Please note that the Reading Room on the third floor is reserved for quiet reading and research.*
- Use of the third-floor exit from the library (down the curved stone stairway) is restricted to a formal entrance by the bride and one escort only.
- This agreement does not include rental or occupancy of any space inside the library building.
- This agreement does not include a rehearsal date. This would require a separate agreement and rental fee.

# What's included

Up to 200 canvas chairs and their set-up in the Amphitheatre are included in the rental fee.

## Terms

**All applicants are required to pay the full fee at the time of booking.**

**Payment can be made online or via check.**

- 50% of the fee will be refunded if the event is canceled 60 days or more prior to the event. After that there is no refund.
- 50% of the fee will be refunded in case of inclement weather that causes the relocation of the event, if the decision to move is made before the chairs are set out.
- Applicants are strongly encouraged to secure a separate, indoor, back-up venue in case of rain.
- Maximum daily rate: \$3,000 per day for rental of the Amphitheatre.
- If staff are requested to open the library during non-business hours, a charge of \$50/hour will be added to the balance due.
- Although no security deposit is required, applicants will be responsible for any damage and will be billed for damage or excessive cleanup costs.
- "Resident" rates apply only if one of the wedding couple or their parents are Camden residents.
- Fees for non-profit, public events for which the library is a co-sponsor may be reduced or waived at the Library's discretion.

**These rules may be amended on a case-by-case basis by a vote of the Camden Public Library Board of Trustees.**