APPLICATION FOR USE of LAKESIDE PAVILION in CLUTE MEMORIAL PARK

DATE: __________________________

INSURED'S NAME OR
ORGANIZATION __________________________

ADDRESS: _____________________________________________________________

(STREET) __________________________ (CITY) __________________________ (STATE) (ZIP) __________________________

TELEPHONE#: ( ) ________________ ( ) ________________

(HOME) __________________________ (BUSINESS) __________________________

E-MAIL ADDRESS: ______________________________________________________

TYPE OF ACTIVITY: _____________________________________________________

DATE(S) REQUESTED: ___________________________________________________

TIME(S) REQUESTED: ____________________________________________________

Circle those that apply: (Food) (Drink) (Alcoholic Beverages)

If alcohol is to be served, will there be a cash bar? (Yes) (No)

(Proof of Host Liquor and/or Dram Shop Insurance will also be required if alcohol is served or sold at the event.)

A CERTIFICATE OF LIABILITY INSURANCE (A minimum amount of $300,000) FOR INDIVIDUALS UNDER HIS/HER HOME OWNER'S POLICY OR A MINIMUM OF $1,000,000.00 FOR BUSINESS IS REQUIRED. PROOF OF DRAM SHOP/HOST LIQUOR LIABILITY INSURANCE WILL ALSO BE REQUIRED IF ALCOHOL IS TO BE SERVED, PRESENT OR SOLD AT THE EVENT. THE VILLAGE OF WATKINS GLEN MUST BE LISTED AS ADDITIONAL INSURED ON THE CERTIFICATE AND BE NAMED AS A CERTIFICATE HOLDER.

RENTAL FEE SCHEDULE

$200.00 RENTAL FEE*

$100.00 CLEAN-UP DAMAGE DEPOSIT

*Parking fees for Lakeside Park are NOT included with the rental fee of the Pavilion

As evidenced by your signature below, you acknowledge that you have read the attached rules and you agree, on behalf of your organization and yourself, to take full responsibility as specified by the governing rules and this application. You also agree to defend, indemnify and hold the Village of Watkins Glen harmless from any claims of liability resulting from your use of the subject premises.

______________________________
(Signature of Insured)

RECEIPT# ___________ GIVEN FOR $ ___________ RESERVATION DEPOSIT.

RECEIPT# ___________ GIVEN FOR $ ___________ RENTAL FEE.
LAKE SIDE PAVILION RULES: (Revised 10/25/19)

1. INSURANCE:

A CERTIFICATE OF LIABILITY INSURANCE (A MINIMUM AMOUNT OF $300,000.00) FOR INDIVIDUALS UNDER HIS/HER HOME OWNER’S POLICY OR A MINIMUM OF $1,000,000.00 FOR BUSINESS IS REQUIRED. PROOF OF HOST LIQUOR AND/OR DRAM SHOP INSURANCE WILL ALSO BE REQUIRED IF ALCOHOL IS TO BE SERVED, PRESENT OR SOLD AT THE EVENT. THE VILLAGE OF WATKINS GLEN MUST BE LISTED AS ADDITIONAL INSURED ON THE CERTIFICATE AND BE NAMED AS A CERTIFICATE HOLDER.

2. SCHEDULING:

Any approved event should be scheduled 60 days in advance. However, it would be possible to schedule an event in less than the 60 day limit if the schedule permits. The Village Board has the right to refuse a person or organization the use of the Pavilion.

3. APPLICATION:

Person(s), groups or organizations wishing to use the Lakeside Pavilion must file a written application with the Park’s Department or Village Office. A tentative reservation may be made by phone but will not be honored if a written application is not made within three business days from when the tentative reservation was made. A deposit of $100.00 must be paid at the time of submitting the application. This deposit is non-refundable if the reservation is subsequently cancelled by the applicant within 30 days of the event. Cancellation with more than 30 days notice will be subject to a $50.00 handling fee.

4. FEES:

The fee for the use of the building will be as stated on the Application for Use. After the confirmation deposit has been paid, the rental fee ($200.00) is due no later than 60 days prior to the event and is also thereafter non-refundable.

5. PROPERTY/CLEAN-UP:

The person renting the Pavilion or persons in charge of a group is responsible for any damage to the Pavilion or its contents during the event. Cleaning will consist of the use of trash bags for refuse. All refuse and decorations will be removed from the buildings and set just outside the main entrance door. No refuse will be left on the tables or floor. Any spillage of liquids or food will be cleaned up immediately to prevent damage. Any damage to the property and any cost of clean-up by the Village personnel as a result of failure to comply with this rule and those stated on the application form, shall be charged to the person(s) or group using the pavilion, and shall include wages paid to Village employees. This sum shall be first deducted
from the required $100.00 clean-up/damage deposit. Any remaining charges in excess of that $100.00 will be billed to the renter.

6. **NO SMOKING POLICY:**

   The Village of Watkins Glen does not allow smoking in any of its buildings.

7. **PARKING FEES:**

   Parking fees for Lakeside Park are **NOT** included with the rental of the pavilion. Also, parking is allowed only in the designated parking lot. Parking vehicles within the Park and/or on the lawns is prohibited. Violators will be towed.

8. **ALCOHOL SALES:**

   No alcohol may be sold on the premises without pre-arrangement with the Board of Trustees.

9. **LIABILITY:**

   The Pavilion shall be the responsibility of the group using it and the leader of the group shall see to it that the rules governing its use are observed and that the Pavilion be cleaned and left as they found it. The group using the Pavilion is liable for any damage incurred. It is understood that you agree, on behalf of your organization and yourself, to take full responsibility as specified by the governing rules. You also agree to defend, indemnify and hold the Village of Watkins Glen harmless from any claims of liability resulting from your use of the subject premises.

AUTHORITY,
Board of Trustees
Village of Watkins Glen