



The Village of Watkins Glen
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Policy for Holding Special Events on Village Property

PROOF OF LIABILITY INSURANCE (A MINIMUM AMOUNT OF \$300,000 FOR INDIVIDUALS UNDER HIS/HER OWNER'S POLICY OR A MINIMUM OF \$1,000,000 FOR BUSINESSES) IS REQUIRED ALONG WITH INDEMNIFICATION CLAUSES FROM ALL PARTICIPATING PARTIES. PROOF OF DRAM SHOP/HOST LIQUOR LIABILITY INSURANCE WILL ALSO BE REQUIRED IF ALCOHOL IS TO BE SERVED OR SOLD AT THE EVENT.

1. SCHEDULING:

Anyone wishing to hold a special event and/or festival on Village owned property must first seek permission from the Board of Trustees. Person(s), groups or organizations wishing to use Village owned property must file a written application with the Village Office in the Municipal Building. Application forms are available at the Village Clerk's office in the Municipal Building. Approval from each of the Village Department Heads will have to be obtained in order for the Board of Trustees to process the request.

2. FEES:

The fee for the use of the Village owned property will be based on the amount of property used, the length of time it will be used, amount of time Village employees are required to spend preparing, assisting with event, or cleaning up after event. The minimum fee will be \$50 per day and the maximum fee will be \$150 per day. The Village Board will determine the amount of fee charged for each event. Organizers will be notified of the amount of fee within one-week of the Board's formal review of the request. For use of Clute Park, there may also be a water quality test that will have to be performed at the event holder's expense, along with utility fees that may be metered.

3. RULES:

It is expected that the property will not be harmed in any manner following the event/festival. If the property is damaged in any manner, the organization holding said event/festival will be responsible for the cost of repairs, replacements, etc. to get the property back to the condition it was prior to the event/festival. The organization will also be responsible for the cost of utilities used for the event/festival.

4. ADDITIONAL CHARGES:

If the event/festival requires the Village employees to work at overtime wages, or if the Village must hire assistance outside of its employees, the organization holding said event/festival will be responsible for the cost of the overtime wages and/or the cost for the hiring of the additional assistance (such as police, trash removal, etc.). These additional charges will be assessed by the Village on an event-by-event basis.