

Clute Memorial Park  
155 S. Clute Park Drive  
Watkins Glen, NY 14891  
607-535-4438



Village of Watkins Glen  
303 N. Franklin Street  
Watkins Glen NY 14891  
607-535-2736

**SENECA LAKE EVENTS CENTER APPLICATION**  
**586 E. FOURTH STREET**

Walk Through    Contract    Deposit    Calendar    Liability Insurance

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
(Wedding – both names)

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE NUMBERS: \_\_\_\_\_  
(Home) (Business) or (Cell)

E-MAIL ADDRESS: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

DATE(S) & TIME(S) \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL KITCHEN BE USED? YES or NO

WILL EVENT BE CATERED? YES or NO BY WHOM? \_\_\_\_\_

WILL ALCOHOL BE SERVED? YES or NO BY WHOM: \_\_\_\_\_

WILL THERE BE A CASH BAR: YES or NO

**(Proof of host liquor and/or dram shop insurance will also be required if alcohol is served OR sold at the event)**

HOW MANY ARE YOU EXPECTING OR PLANNING ON AT YOUR EVENT? \_\_\_\_\_

ROOM SET UP – WILL YOU WANT or NEED THE FOLLOWING FOR YOUR EVENT:

All Round Tables – 20 tables/160 to 180 seated at rounds

All Light Green upholstered Chairs - 8 chairs around each fit comfortably – 250 Total Chairs

Rectangle Tables – 6 Tables, \$10 each additional

Bar Units (Moveable) – 2

Black Table Clothes - \$12/per/cloth

Black Chair Covers - \$5/per/cloth

Green Table Clothes - \$12/per/cloth

High Top Tables – 10 Tables - \$10 per Table

All chairs and tables to be wiped clean and to be placed back in the appropriate racks **properly**. Any damaged chairs, tables or other property are to be reported to a park representative.

All trash and decorations are to be removed from the building immediately after the event. **All floors are to be swept clean, any liquid spillage mopped up, kitchen appliances wiped down, sinks and counters wiped clean.** Trash on the bathroom floors is to be swept up.

If you tape items to the floor, **please use blue painters' tape only**. It will not leave sticky tape residue on the floor or ruin the finish.

DO YOU HAVE A COPY OF THE RULES GOVERNING THE USE OF THE SENECA LAKE EVENTS CENTER?

As evidenced by your signature below, 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 harmless from any claims of liability resulting from your use of the subject premises.

Acknowledge receipt of rules and cleaning list

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of INSURED

**FOR OFFICE USE ONLY**

DATE: \_\_\_\_\_

RE: SCHEDULED USE OF THE EVENTS CENTER ON: \_\_\_\_\_

DATE SECURITY DEPOSIT (\$250.00) PAID: \_\_\_\_\_

RECEIPT NUMBER \_\_\_\_\_

RENTAL FEE PAID:

- \_\_\_\_\_ \$1,000.00 (FOUR (4) HOUR RENTAL FEE)
- \_\_\_\_\_ \$750.00 NOT-FOR-PROFIT ORGANIZATIONS (up to four hours)
- \_\_\_\_\_ \$250.00 – SET UP OR REHEARSAL DINNER (2 hours – night before)
- \_\_\_\_\_ \$125.00 PER HOUR THEREAFTER
- \_\_\_\_\_ \$250.00 CLEAN UP FEE (in addition to security deposit) (optional)
- \_\_\_\_\_ \$7/Parking per car – Code and Count Provided per Wedding Party

**NOTE: RENTAL FEE PAID INCLUDES SET UP, CLEAN UP, CATERING, FLORIST, DJ and/or BAND SET UP TIMES. AN ADDITIONAL CHARGE OF \$125.00 PER HOUR WILL BE DUE IF MORE TIME IS NEEDED.**

EVENTS CENTER CLOSSES AT DUSK OR 9:00 P.M. MOST DAYS

DATE RENTAL FEE PAID: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

ADDITIONAL SERVICES REQUIRED:

INSURANCE:

- \_\_\_\_\_ PROOF OF LIABILITY INSURANCE RECEIVED
- \_\_\_\_\_ PROOF OF HOST LIQUOR AND/OR DRAM SHOP INSURANCE RECEIVED

\_\_\_\_\_ The renter has complete use of the Event Center and has cleaned up the premises in an acceptable manner. No damages are apparent. The business office is authorized to return the security deposit of \$250.00

\_\_\_\_\_ The renter has completed use of the Event Center and **HAS NOT** satisfied the clean-up and/or damage requirements. The Business Office is hereby authorized to assess the renter for

\$ \_\_\_\_\_

SENECA LAKE EVENTS CENTER  
586 East Fourth Street Watkins Glen, NY 14891

EVENT CENTER RULES: (revised 03/25/2022)

**A CERTIFICATE OF LIABILITY INSURANCE/PROOF 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 LIABILITY INSURANCE WILL ALSO BE REQUIRED IF ALCOHOL IS TO BE SERVED, PRESENT OR SOLD AT THE EVENT. VILLAGE OF WATKINS GLEN MUST BE LISTED AS ADDITIONAL INSURED ON THE CERTIFICATE AND BE NAMED AS A CERTIFICATE HOLDER.**

**1. SCHEDULING:**

Even though the Event Center can be reserved up to a year in advance, any approved event should be scheduled at least 60 days in advance. The Village Board reserves the right to refuse a person or organization the use of the Event Center.

**2. APPLICATION:**

Person(s), groups or organizations wishing to use the Event Center must file a written application with the Park Office or Village Office within the time herein specified. 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 the time the phone reservation was made. Application forms are available on line at [www.watkinsglen.us](http://www.watkinsglen.us) or may be picked up at Clute Park & Campground, 155 S. Clute Park Drive, Watkins Glen New York or at the Village Office, 303 N. Franklin Street, Watkins Glen, New York.

**3. FEES:**

**SECURITY DEPOSIT: \$250.00**

A security deposit of \$250.00 will be required from all renters of the Seneca Lake Events Center. This payment is required in addition to the rental fee detailed below. This \$250.00 security deposit is due **with** the written application. The deposit is fully refundable **if the building is properly cleaned** and there is no assessable damage (as determined by the Park Manager or representative).

**FOUR (4) HOUR RENTAL FEE \$1,000.00**

A private party or private fund-raising event.  
(includes full use of the facility)

Rehearsal dinner or set up the night before event                   \$250.00

Use of the full facility per hour up to eight hours             \$125.00

**REDUCED FEES: \$750.00**

Not-for-Profit organizations – (up to four hours)

**PARKING FEES:** Parking fee will be charged when attendant             \$ 7.00 per vehicle  
on duty. Applicant may pay or give guest parking pass and  
pay Park Manager at end of event.

## **CANCELLATION FEE:**

31 days notice or more prior to event	\$150.00
30 days notice or less prior to event	\$250.00

All required fees must be paid in full at least sixty (60) days prior to the scheduled date of use. If a reservation is made for a date that is less than sixty (60) days in the future, then payment in full must be submitted with the application and deposit.

Only in the case of charged admission fees or other means of compensation exacted from those in attendance, will a percentage of the receipts be due the Village. Such percentage will be set by the Village Board prior to the event.

## **4. NO SMOKING POLICY:**

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

## **5. PROPERTY/CLEANUP:**

The person responsible for the group or organization must contact the Park Manager (telephone 607-535-4438) or the Village Office (607-535-2736) to determine a "set-up" time for the event.

A. During the "set-up" time, a joint inventory/condition of chairs, tables and kitchen area will be conducted by the renter and Park personnel. Upon completion of the event, an inspection of the building and property will be made by the Park Manager or representative. The renter may or may not be present. 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 Event Center, and shall include wages paid to Village employees. This sum shall be first subtracted from the required \$250.00 clean-up/damage deposit. Any remaining charges in excess of that \$500.00 deposit will be billed to the renter.

B. **SECURITY:** The group will be responsible for the security of the Event Center. All windows and doors must be properly secured at the conclusion of the event.

## **6. BY ALL MEANS:**

The floor shall be covered if any type of exhibition, such as automobiles, furniture, bar set-ups etc. that might discolor, water stain, grease or oil the floor or mar the floor in any way are to be used. The group or organization using the building is responsible for having the floor properly covered and protected, using a tarpaulin (waterproof) or similar covering. Only blue painters tape is allowed to be used on the floor.

## **7. SAFETY RULES REGARDING THE BUILDING:**

A. Outside lights shall be kept on all night. Also, there is an emergency lighting system in case of power failure.

B. No alcohol will be permitted on the premises, without prior approval of the Board of Trustees and without proper insurance.

C. No parking on service road. Unloading and loading at back entrance only.

D. A renter must comply with the rules relating to places of Public Assembly as follows:

### **1. DECORATIONS:**

- a. No wall, ceiling, floor or seat covering or decoration having a pyroxylin or nitrocellulose base is permitted. No glitter, confetti or helium balloons.
- b. No dry vegetation and no trees or greens containing pitch or resin are permitted (i.e. cornstalks, hay bales, etc.). Flowers and decorative greens which do not contain pitch or resin are permitted. Exception: One non-flame proof resinous Christmas tree is permitted at the discretion of the enforcing authority.

2. Aisles providing convenient and unobstructed passage to each exit shall be maintained.

3. Draperies, hanging and decorative materials shall be non-combustible or flame resistant.

4. No combustible material or flammable material may be left unguarded in or around the building.

These basic rules are posted in certain obvious places inside the building. Any group using the Events Center will be given a set of these rules.

#### **8. LIABILITY:**

The Events Center shall be the responsibility of the group using it and the leader of the group shall see to it that the rules for the use of the building are observed and that the Events Center shall be cleaned in a proper manner. If the post-event inspection reveals no damage and the clean-up has been complete and proper, the Parks Manager will authorize the business office to refund the \$250.00 "clean-up/damage" deposit.

#### **CLEAN-UP PROCEDURES FOR SENECA LAKE EVENTS CENTER**

MAIN FLOOR: Dust mop, then damp mop (2 oz. cleaning liquid per bucket of water. Do **not** leave water laying on the floor)

Shake dust mops out-outside

Rinse out wet mops in cold water, hang to dry

Tables and chairs wiped down, stored properly

All decorations removed, including tape and staples on walls, tables and floors. ONLY use blue painters take on floor

KITCHEN: Sweep floor then damp mop entire floor

Wipe down all counter tops, appliances and sinks

RESTROOMS: Papers picked up from floor

Toilets Flushed

ALL TRASH TAKEN OUTSIDE