

**Clute Memorial Park**  
155 S. Clute Park Drive  
Watkins Glen, NY 14891  
Phone: (607) 535-4438  
Email: [parcsdept@watkinglen.us](mailto:parcsdept@watkinglen.us)



**Village of Watkins Glen**  
303 North Franklin Street  
Watkins Glen, NY 14891  
Phone: (607)-535-2736  
Fax: (607)-535-7621  
TTY: (800) 662-1220

Calendar     \$75 Deposit     \$250 Rental     Liability Insurance

**APPLICATION FOR LAKESIDE PAVILION**

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

**APPLICANT:** \_\_\_\_\_

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

**PHONE NUMBER:** \_\_\_\_\_  
(Business or Home) (Cell)

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

**TYPE OF EVENT:** \_\_\_\_\_

**DATE(S) & TIME(S) REQUESTED:** \_\_\_\_\_

**HOW MANY ATTENDING:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US:** \_\_\_\_\_

**CIRCLE THOSE APPLICABLE:**                  **FOOD**                  **DRINK**                  **ALCOHOL**

**IF ALCOHOL IS SERVED, 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

**INSURANCE:**  
\_\_\_\_\_ Proof of Liability Insurance Received  
\_\_\_\_\_ Proof of Host Liquor and/or Dram Shop Insurance Received

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.

\_\_\_\_\_  
**Signature of Insured**

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## **Clute Park Lakeside Pavilion Rental Rules**

PROOF OF LIABILITY INSURANCE (A MINIMUM AMOUNT OF \$100,000) IS REQUIRED. An individual may be covered under his/her Homeowner's Policy. PROOF OF HOST LIQUOR AND/OR DRAM SHOP INSURANCE WILL ALSO BE REQUIRED IF ALCOHOL IS SERVED OR SOLD AT THE EVENT. VILLAGE OF WATKINS GLEN MUST BE LISTED AS ADDITIONAL INSURED.

### **1. 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 days limit if the schedule permits. The Village Board has the right to refuse a person or organization the use of the Pavilion.

### **2. APPLICATION:**

Person(s), groups or organizations wishing to use the Lakeside Pavilion must file a written application with the 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 \$75.00 must be paid at the time of submitting the application. This deposit is **non-refundable** if the reservation is subsequently canceled by the applicant within 60 days of the event. Cancellation with more than 60 days' notice will be subject to a \$25.00 handling fee.

### **3. 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 additional amount due to make up the total rental charge, is due no later than 60 days prior to the event and is also thereafter **non-refundable**. 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. 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 grounds to the dumpster provided within the park. No refuse will be left on the tables or floor. Any spillage

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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 \$75.00 clean-up/damage deposit. Any remaining charges in excess of that \$75.00 will be billed to the renter.

**5. NO SMOKING POLICY:**

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

**6. 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.

**7. ALCOHOL SALES:**

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

**8. 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.