

Clute Memorial Park
155 S. Clute Park Drive
Watkins Glen, NY 14891
607-535-4438
Email: parksdept@watkinsglen.us
www.senecalakeevents.org



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

SENECA LAKE EVENTS CENTER APPLICATION

586 E. FOURTH STREET

☐ Contract ☐ Calendar ☐ Deposit ☐ Rental Fee ☐ Liability Insurance

Applicant Information:

- Applicant/Organization Name: _____
- Contact Person (if different from applicant): _____
- Phone Number: _____
- Email Address: _____
- Mailing Address: _____
- City, State, ZIP Code: _____

Event Details:

- Event Type: _____
(Wedding, Shower, Corporate Event, Party, etc.)
- Event Date(s): _____
- Event Start Time: _____
- Event End Time: _____
- Expected Number of Guests: _____
- Will food be served? If yes who is catering event?
☐ Yes ☐ No _____

Will there be alcohol? ☐ Yes ☐ No

If **being served** a special permit is required through NYS. <https://sla.ny.gov/permits-available-online>

Equipment/Services Required (check all that apply). Please note that we do not set up; counts are in the event room.

- ☐ Round Tables (20): _____
- ☐ Chairs (250): _____
- ☐ Long Tables (6): _____
- ☐ High-top Cocktail tables (10): _____
- ☐ Bar units (2): _____
- ☐ Audio Equipment: ☐ Yes ☐ No

Maximum capacity is 160 with tables OR 250 chairs only.

- **Special Requests/Additional Notes:**
(Any additional requirements or specifics for the event): _____

For weddings there is a sign in the display case by the Event Center entrance, how would you like your sign to read?
(Welcome to the wedding of ...) _____

Fees and Payment Information:

- **Deposit:** \$250 (refundable after the event)
- **Friday, Saturday, Sunday:**
 - \$1,500
 - (\$1,250 for Village Residents)
- **Monday – Thursday:**
 - \$1,250
 - (\$1,000 for Village Residents)
- **Reserve Night Before (Setup or Rehearsal Dinner):** \$500
- **Celebration of Life:** \$500
- **Non-Profit Events:** \$500
- **Half-Day Rentals (up to 4 hours):** 50% off regular price
 - Available time slots: 8am to Noon, 1pm to 5pm & 6pm to 10pm.
- **Parking Fee (Memorial Day – Labor Day):**
 - \$100 flat fee for up to 50 guests
 - \$250 flat fee for up to 160 guests
- **Additional Rectangle Tables:** \$10 each

(Note: Security deposit is required at the time of booking to reserve the event space. Final payment is due 60 days before the event date.)

Terms and Conditions

Please **initial** each section:

1. Cancellation Policy: _____

- 31 days' notice or more prior to the event: \$150 fee
- 30 days' notice or less prior to the event: \$250 fee

2. Insurance Requirements: _____

- A certificate of liability insurance is required.
- For individuals: minimum \$300,000 under a homeowner's policy
- For businesses: minimum \$1,000,000
- If alcohol is served, present, or sold: host liquor and/or dram shop liability coverage is required
- The Village of Watkins Glen must be listed as an **additional insured** and named as the **certificate holder**
- Insurance certificate must be submitted to the office **at least one month in advance**
- If you are bringing any outside vendors—such as caterers, DJs, photographers, entertainers, or similar service providers—a valid certificate of insurance must also be submitted for each. These must meet the same requirements and name the Village of Watkins Glen as an additional insured

3. Damage and Cleaning Policy: _____

- Contact the Park Manager (607-535-4438) to arrange a "set-up" time for the event
- **Set-up & Inspection:**
 - Joint condition check of furniture and kitchen area will be done by the renter and Park personnel
 - Post-event inspection may or may not include the renter
 - Any damages or additional cleaning will be billed to the renter
- **Security:**
 - The renter is responsible for locking all doors and windows after the event
- **Closing Time:**
 - The Event Center closes at **10:00 PM**

4. Floor Protection: _____

- If setting up exhibits (cars, bars, furniture, etc.) that could damage the floor, it **must be covered**
- Use waterproof tarps or similar protective coverings
- Only **blue painter's tape** may be used on the floor

5. Safety Rules Regarding the Building: _____

- **Exterior Lighting:** Must remain on overnight

- **Alcohol Policy:** No alcohol without Board approval and appropriate insurance
- **Parking:**
 - No parking on service roads
 - Loading/unloading only at rear entrance
 - No driving on the splash pad or patio
 - Violations may forfeit deposit

6. Decorations and Safety: _____

- No decorations or coverings with a pyroxylin or nitrocellulose base
- No glitter, confetti, or helium balloons
- No dry vegetation, cornstalks, or hay bales
- Flowers and greenery without resin or pitch are allowed
- One non-flameproof Christmas tree may be allowed by discretion
- **Aisles:** Must remain clear
- **Draperies/Decorations:** Must be flame-resistant or non-combustible
- **Combustibles:** Must not be left unattended
- **Nails/Staples:** Not permitted on walls; use removable tape or command strips

7. [Reserved for future use or numbering consistency]

8. Liability: _____

- The renter is responsible for rule compliance and cleanup
- If post-event inspection is satisfactory, the \$250 cleanup/damage deposit will be refunded

9. Cleanup Procedures for Seneca Lake Events Center: _____

- **Main Floor:**
 - Remove all food and decorations
 - Remove all tape (only blue painter's tape permitted)
- **Kitchen:**
 - Wipe all surfaces
 - Do not dispose of food in the sink
- **Restrooms:**
 - Pick up trash and paper
 - Ensure all toilets are flushed
- **Trash:**

- All trash must be placed in the dumpster behind the kitchen

10. Photo Usage Agreement: _____

- The renter agrees that event setup photos may be used for advertising and/or social media

Agreement and Signature

I, the undersigned, have read and agree to all the terms and conditions stated in this application. I understand that failure to comply with the rules and regulations may result in additional fees or loss of the security deposit.

- Signature of Applicant: _____
- Date: _____
- Final payment due date 60 days prior to event: _____

Park Representative: _____ Date: _____