

WILL EVENT BE CATERED? YES or NO BY WHOM? _____

KITCHEN AVAILABLE FOR USE BUT THERE IS NO STOVE/OVEN

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:

- _____ Round Tables – 20 tables/160 to 180 seated at rounds (5ft round)
- _____ Light Green upholstered Chairs - 8 chairs around each fit comfortably – 250 Total Chairs
- _____ Rectangle Tables – 6 Tables, \$10 each additional (30in x 96in)
- _____ Bar Units (Moveable) – 2
- _____ *Black Table Clothes - \$12/per/cloth
- _____ *Black Chair Covers - \$5/per/cloth
- _____ *Green Table Clothes - \$12/per/cloth
- _____ *Linens can be rented elsewhere*
- _____ High Top Tables – 10 Tables (dimensions: 33" diameter x 43.3"H)

Any damaged chairs, tables or other property are to be reported to a park representative.

All trash including food and decorations are to be removed from the building immediately after the event. **Rented linens are to remain on tables, do not remove.**

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.

I 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

SCHEDULED USE OF THE EVENTS CENTER ON: _____

RENTAL FEES & DEPOSIT:

- _____ \$250- Deposit for all rentals, refundable after event
- _____ \$1,500- Friday, Saturday, Sunday
(\$1,250- Village Resident)
- _____ \$1250- Monday – Thursday
(\$1000- Village Residents)
- _____ \$500– Reserve night before set up or rehearsal dinner
- _____ \$500- Celebration of Life
- _____ \$500- Non for profit
- _____ 50% off regular price for half day rentals
- _____ \$100- Parking flat fee for guests Memorial Day – Labor Day
- _____ \$12- each table linen rental
- _____ \$5- each chair cover rental
- _____ \$10- each additional rectangle table

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

EVENTS CENTER CLOSES AT 10:00 P.M.

ADDITIONAL SERVICES REQUIRED:

INSURANCE:

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

_____ 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 charge the renter \$250 clean up fee/damage fee.

EVENT CENTER RULES:
Please read and initial

_____ 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 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 \$250.00 security deposit is to be paid by credit card and is due **with** the written application.

RENTAL FEE \$500 - \$1500
A private party or private fund-raising event.
(includes full use of the facility)

Rehearsal dinner or set up the night before event \$500.00

REDUCED FEES: \$1000 - \$1250
Not-for-Profit organizations – (up to four hours)

PARKING FEES: Parking fee will be charged when attendant \$ 8 per vehicle
on duty. Applicant may pay a flat rate for guests. \$100 flat rate

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) 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 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. No driving or parking in the park.** Loading and unloading at back entrance only. Any person(s) driving or parking outside of approved access parking lots will forfeit their deposit.

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.

5. No nails or staples in the walls, use removable tape or command strips.

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.

9. CLEAN-UP PROCEDURES FOR SENECA LAKE EVENTS CENTER

MAIN FLOOR: Food removed from tables and counters.

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

Leave linens on the tables.

KITCHEN: Wipe down all counter tops, appliances and sinks. Do not put food down sink.

RESTROOMS: Papers picked up from floor.

Toilets flushed.

ALL TRASH TAKEN OUTSIDE TO DUMPSTER LOCATED BEHIND KITCHEN