

Clute Memorial Park
155 S. Clute Park Drive
Watkins Glen, NY 14891
Phone: (607) 535-4438
Email: parksdept@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

APPLICATION FOR LAKESIDE PAVILIONS & TENT

APPLICANT: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

TYPE OF EVENT: _____

DATE(S) & TIME(S) REQUESTED: _____

HOW MANY ATTENDING: _____

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

- Lakeside Pavilion (enclosed) \$200
- Lakeside Tent \$200
- Deposit \$75
- Certificate of Liability Received
- Proof of Host Liquor and/or Dram Shop Insurance Received

- East open-air pavilion (25-35 guests) \$50
- West open-air pavilion (40-60 guests) \$50
- Center open-air pavilion (40-60 guests, has electric) \$50

- Guest Parking up to 50 guest \$100
- Guest Parking up to 100 guest \$175
- Guest Parking up to 150 guest \$250

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Village of Watkins Glen – Lakeside Pavilions & Tent Rental Policies

Proof of Insurance for Lakeside Pavilion & Tent:

- Proof of **Liability Insurance** (minimum \$100,000) is required. An individual may be covered under their homeowner's policy.
- If **alcohol** is served or sold, proof of **Host Liquor and/or Dram Shop Insurance** is required.
- The **Village of Watkins Glen** must be listed as an **Additional Insured** on all insurance certificates.
- Caterers or vendors must provide a copy of their insurance.

Policies and Procedures:

1. Scheduling:

- Events should be scheduled at least **60 days in advance**.
- Events requested within 60 days may be approved if the schedule allows.
- The Village Board reserves the right to deny use of the pavilion to any person or organization.

2. Application:

- Applications must be submitted in writing to the Village Office.
- Tentative reservations made by phone must be followed up with a written application within **three business days**, or the reservation will not be honored.
- A **\$75 non-refundable deposit** is required when submitting the application for Lakeside Pavilion and Tent.
 - If canceled more than 60 days before the event, a \$25 handling fee applies.
 - Cancellations within 60 days of the event forfeit the deposit.

3. Rental Fees:

- Rental fees are stated on the application form.
- Remaining balance is due **60 days prior to the event**. This amount is non-refundable.
- Events charging admission or otherwise generating revenue will owe a percentage of receipts to the Village, determined by the Village Board prior to the event.

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4. Property Care & Clean-Up:

- Renters are responsible for any damages to the pavilion or its contents.
- Cleaning requirements:
 - Trash must be bagged and placed in the dumpsters provided.
 - Decorations and refuse must be removed from tables, floors, and the grounds.
 - Spills must be cleaned immediately to prevent damage.
- Damage or failure to clean properly will result in charges deducted from the **\$75 clean-up/damage deposit**. Additional costs exceeding \$75 will be billed to the renter.

5. Smoking and vaping Policy:

- Smoking and vaping are prohibited in all Village of Watkins Glen buildings.

6. Parking Fees:

- Parking fees are **\$8 per car** and are not included in the rental fee.
- Parking is permitted only in designated areas. Violators will be towed.
- Driving or parking in the park is prohibited and will result in forfeiture of the deposit.
- Pre-paid guest parking is available:
 - **\$100** for up to 50 guests
 - **\$175** for up to 100 guests
 - **\$250** for up to 150 guests

7. Alcohol Sales:

- Alcohol may not be sold on the premises without prior approval from the Village Board of Trustees.

8. Key Return:

- Keys must be returned to the Parks Office after the event.
- If the office is closed, keys can be left in the drop box near the front door.

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Special Rules & Regulations:

1. **E-Z Ups or Tents:** Allowed as long as stakes are not driven into the ground.
2. **Bounce Houses or Inflatables:**
 - o Prohibited unless a **Certificate of Liability Insurance** is provided by both the renter and the rental company.
 - o The certificate must list the Village of Watkins Glen as **Additional Insured** and **Certificate Holder**.
3. All pets must be kept on a leash at all times and their waste must be cleaned up promptly.

Rental Agreement:

By signing below, the applicant agrees to abide by all rules and regulations outlined in this application. On behalf of your organization and yourself, you take full responsibility for ensuring compliance with these rules. The applicant also agrees to defend, indemnify, and hold the Village of Watkins Glen harmless from any claims of liability resulting from the use of the pavilion or tent.

Signature of Applicant:

Date

Card Number: _____ Exp. Date: _____ Security Code _____