

Seneca Lake Event Center
586 E. Fourth Street
Watkins Glen, NY 14891
607-535-4438



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

SENECA LAKE EVENT CENTER APPLICATION

Calendar Deposit Walk Through Contract Liability Insurance

DATE OF APPLICATION: _____

APPLICANT: _____

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

TELEPHONE NUMBERS: _____
(Home) (Business) or (Cell)

E-MAIL ADDRESS: _____

TYPE OF ACTIVITY: _____

DATE(S) & TIME(S) _____

DATE(S) & TIME(S) _____

NOTES: _____

WILL KITCHEN BE USED? YES or NO

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

IF ALCOHOL IS TO BE 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)

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 out and 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 EVENT 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

Special Notes:

FOR OFFICE USE ONLY

DATE: _____

RE: SCHEDULED USE OF THE EVENT CENTER ON: _____

DATE SECURITY DEPOSIT (\$250.00) PAID: _____

RECEIPT NUMBER _____

RENTAL FEE PAID:

_____ \$1,000.00 FULL DAY FEE

_____ \$750.00 NOT FOR PROFIT ORGANIZATIONS- ALL DAY

_____ \$500.00 - UP TO FOUR HOURS USE

_____ \$125.00 PER HOUR THEREAFTER

NOTE: RENTAL FEE PAID INCLUDES SET UP AND CLEAN UP TIMES. AN ADDITIONAL CHARGE OF \$125.00 PER HOUR WILL BE DUE IF MORE TIME IS NEEDED.

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
Watkins Glen NY 14891

EVENT CENTER RULES: (revised 05/29/21)

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 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).

FULL FEES: \$1,000.00

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

REDUCED FEES: \$750.00

Not-for-Profit organizations – (includes use of the full facility)

Use of the full facility up to four (4) hours \$500.00

Use of the full facility per hour \$125.00

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 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 \$250.00 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. 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.

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 EVENT 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