



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

Village Square Application

Date: _____

Insured's Name or Organization: _____

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

Phone Number: () - Email: _____

Type of Activity: _____ Date(s): _____ Time(s): _____

Circle those that apply: (Food) (Drink) (Alcoholic Beverages) to be served.
Will there be a cash bar? (Yes) (No)
Proof of Host Liquor and/or Dram Shop Insurance will also be required if Alcohol is served or sold at the event.

Rental Fee Schedule: \$100.00 Cleanup/Damage deposit
\$250.00 Rental Fee

As evidenced by your signature following, 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

Receipt#: _____ Given for \$: _____ reservation deposit.

Receipt#: _____ Given for \$: _____ rental fee.

Proof of Liability Insurance received: _____

Proof of Liquor Liability coverage received: _____

Approved by Park Manager on: _____

Clean-up deposit returned/ denied: _____



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Village Square 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 Village Square must file a written application with the Park 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 \$100.00 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 square 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. LIABILITY:

The Square 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 Square be cleaned and left as they found it. The group using the Square is liable for any damage incurred.

AUTHORITY, Board of Trustees
Village of Watkins Glen