

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/Visual Equipment: Yes No
- Conference Room: Yes No

- Special Requests/Additional Notes:

(Any additional requirements or specifics for the event): _____

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 one:

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 (proof of liability insurance) is required. For individuals, a minimum of \$300,000 under his/her homeowner's policy is needed, and for businesses, a minimum of \$1,000,000 is required. Proof of host liquor and/or dram shop liability insurance will also be required if alcohol is served,

present, or sold at the event. The Village of Watkins Glen must be listed as an additional insured on the certificate and named as the certificate holder. A copy must be provided to the office at least one month in advance.

3. Damage and Cleaning Policy: _____

- The person responsible for the group or organization must contact the Park Manager at (607-535-4438) to arrange a "set-up" time for the event.
- **Set-up & Inspection:**
During the "set-up" time, a joint inventory and condition check of chairs, tables, and the kitchen area will be conducted by the renter and Park personnel. After the event, an inspection of the building and property will be made by the Park Manager or a representative. The renter may or may not be present for this inspection. Any damage or clean-up costs incurred by the Village due to failure to comply with the rules, as stated on the application form, will be charged to the responsible party. This may include wages paid to Village employees for cleanup or repairs. All charges will be billed to the renter.
- **Security:**
The renter is responsible for securing the Event Center. All windows and doors must be properly locked at the conclusion of the event.
- **Event Center Closing Time:**
The Event Center closes at 10:00 PM.

4. Floor Protection:

- The floor must be covered if any exhibit, such as automobiles, furniture, or bar setups, that could discolor, stain, or damage the floor will be used. The group or organization using the Event Center is responsible for properly covering the floor with a waterproof tarpaulin or similar protective covering. Only blue painter's tape is permitted for securing coverings on the floor.

5. Safety Rules Regarding the Building: _____

- **Exterior Lighting:**
Exterior lights must remain on all night. Emergency lighting will activate in the event of a power failure.
- **Alcohol Policy:**
No alcohol is allowed on the premises without prior approval from the Board of Trustees and proper insurance coverage.
- **Parking:**
Parking is prohibited on service roads in the park. Loading and unloading is allowed at the back entrance only. Additionally, there is NO driving allowed within the park, including the splash pad or patio areas. **Any violation of parking rules will result in forfeiture of the deposit.**

6. Decorations and Safety: _____

- No decorations or coverings with a pyroxylin or nitrocellulose base are permitted. Glitter, confetti, and helium balloons are also not allowed.
- Dry vegetation and items with pitch or resin, like cornstalks or hay bales, are prohibited. However, flowers and greens without pitch or resin are permitted.
- A single non-flameproof resinous Christmas tree may be allowed at the discretion of the enforcing authority.

- **Aisles:**
Aisles leading to exits must remain clear and unobstructed.
- **Draperies and Decorative Materials:**
All draperies, hangings, and decorative materials must be non-combustible or flame-resistant.
- **Combustible Materials:**
Combustible or flammable materials must not be left unattended in or around the building.
- **Nails and Staples:**
Nails and staples are prohibited on the walls. Use removable tape or command strips instead.

7. Liability: _____

The group using the Event Center is responsible for adhering to the rules and ensuring proper cleanup. If the post-event inspection reveals no damage and the clean-up is satisfactory, the Park Manager will authorize the business office to refund the \$250 "clean-up/damage" deposit.

5. Cleanup Procedures for Seneca Lake Events Center: _____

- **Main Floor:**
Remove all food from tables and counters.
Remove all decorations, including tape from walls, tables, and floors. *Only blue painter's tape is allowed on the floor.*
- **Kitchen:**
Wipe down all countertops, appliances, and sinks.
Do not dispose of food in the sink.
- **Restrooms:**
Pick up any paper or trash from the floor.
Ensure all toilets are flushed.
- **Trash:**
All trash must be taken outside to the dumpster located behind the kitchen.

6. Photo Usage Agreement: _____

The renter gives us the right to use their setup photos for advertising or social media posts.

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: _____

Park Representative: _____

Date: _____

We would like to take this opportunity to welcome you to The Seneca Lake Event Center in Clute Park!

Please take note of the following important information and procedures for your upcoming event:

- **Final Counts:** Please provide your final table and chair counts at least 3 days prior to your event and confirm that we have received your Certificate of Liability.
- **Key Pickup:** You can pick up a key at the Park office across the street. If you return the key after hours, please leave it in the drop box next to the front door of the Park office.
- **Setup:** We do not set up tables and chairs; this is your responsibility. Ensure you have enough time, as your requested items will be in the main event room.
- **Parking:** There is **NO parking behind the Event Center, as this area is designated as an Emergency Service Road for unloading and loading only. Additionally, there is NO driving allowed within the park, including the splash pad or patio areas. Any driving or parking in the park will result in the forfeiture of your deposit.**
- **Safety Equipment:** An AED is located in the front café area near the bathroom entrance. There is a small first aid kit located in the drawer left of the kitchen sink.
- **Lighting:** The lights are dimmable. Make sure all four squares are lit up in order to dim the lights.
- **Assistance:** For immediate assistance, you can call the Park office at 607-535-4438. If it's after hours, you can reach Stacey, Parks Superintendent, at 607-351-7425, or Chantal, Parks Manager, at 607-207-8775. If we do not answer, please text. In a true emergency, call 911. For non-emergency police assistance, contact the Sheriff's dispatch at 607-535-8222.
- **Closing Procedures:** When you leave, please ensure all doors are locked and shut tight, and all lights are turned off. Take the garbage out to the dumpster located behind the kitchen.
- **Damage Notification:** If there is any damage to the building or property, please notify us right away.
- **Swimming Rules:** If there is no lifeguard, swimming in the lake is not allowed. Please do not leave children unattended by the lakefront.
- **Ice Skate:** Do not allow your guests on the ice rink when it is closed.
- **Pet Policy:** No pets are allowed in the building.

Enjoy your event!

Best regards,

Seneca Lake Events Center at Clute Park