

**VILLAGE OF LAKE GEORGE
APPLICATION**

**SPECIAL EVENTS – PUBLIC ASSEMBLAGE
USE OF VILLAGE FACILITIES – USER FEES**

**PLEASE READ PRIOR TO APPLICATION
THE ENTIRE APPLICATION MUST BE SUBMITTED FOR ANY USE OF
THE VILLAGE FACILITIES.**

EVERY INDIVIDUAL, BUSINESS OR ORGANIZATION WISHING TO HOLD ANY EVENT WITHIN THE VILLAGE THAT INCLUDES THE USE OF PUBLIC FACILITIES, OR PRIVATE FACILITIES THAT HAVE TRANSIENT VENDORS, MUST FILL OUT THE ATTACHED APPLICATION.

IF USING SHEPARD PARK PLEASE DETERMINE IF YOU ARE A MAJOR OR MINOR EVENT BY THE FOLLOWING CRITERIA, IF MAJOR SEE FILL OUT PAGE 4 ALONG WITH THIS APPLICATION.
 MINOR EVENT: LIVE MUSIC-ONE BAND, SOUND, ORAL PRESENTATION, WEDDING, BEACH EVENT
 MAJOR EVENT: FESTIVAL W/ SEVERAL BANDS, LIVE MUSIC, TENTS, VENDORS, ACTIVITIES, SOUND, IMPACTS SIDEWALKS, METERS

NO PERMIT WILL BE DEEMED COMPLETE WITHOUT ATTACHING THE REQUIRED INSURANCE CERTIFICATE, LETTERHEAD AND ALL FEES. PLEASE SEE REVERSE FOR INSURANCE REQUIREMENTS.

THE VILLAGE BOARD MAY EXEMPT LOCAL NON-FOR-PROFIT ORGANIZATIONS FROM THE PAYMENT OF FEES.

TRANSIENT VENDORS ARE NOT PERMITTED WITHIN THE VILLAGE OF LAKE GEORGE UNLESS ASSOCIATED WITH A LICENSED SPECIAL EVENT.

NEW: FOOD VENDORS REQUIREMENTS: VILLAGE VENDOR PERMIT, LIABILITY INSURANCE, DEPT. OF HEALTH PERMITS AND LIQUOR LICENSE AND LIQUOR LIABILITY INS. (IF APPLICABLE) Read & Initial _____

SIMILAR OR COMPETING EVENTS ARE NOT PERMITTED.

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE, PLEASE CALL MAYOR BLAIS AT 518-668-5771 PRIOR TO FILING APPLICATION.

FOR VILLAGE USE:
(Event Summary)

Event name: _____ Date: _____
Time: _____
Any items needed from DPW(e.g. roads closed, bagged meters, electricity etc.)

Village of Lake George
Application for Use of Community Facilities/Special Events

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
Mayor Robert M. Blais – Village of Lake George - PO Box 791 – Lake George, NY 12845

PLEASE COMPLETE BOTH SIDES

Today's Date: _____ Name of Event: _____
Date(s) Requested: _____ **Facility Requested:** _____
INFORMATION ABOUT YOUR GROUP _____ NOT FOR PROFIT (SEE BACK) _____ OTHER
Name of Organization or Individual: _____
Time of Event: _____ (AM) (PM) To _____ (AM) (PM) Supervisor in charge: _____
Total Time of Facility Usage: _____
Mailing Address: _____
Telephone: (Day) _____ (Night) _____ (CELL AT EVENT) _____
Web site (for public use): _____ Email(for office use only) _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

None (Private Property Location): _____
Purpose of Use: _____
Total Participants Expected: Adults _____ Children _____
Is material, equipment or labor required from the municipality? (see next page for details) YES _____ NO _____
Are Vendors included? Yes ___ No ___ If yes, how many? ___ please include vendors' list sheet with application. Vendors must allow apply for and be approved for a Vendor Permit from the Village.

A PENALTY MAY BE IMPOSED FOR VENDORS PRESENT BUT NOT LISTED (§135-14)

IMPORTANT - PLEASE INCLUDE: Insurance Certificate, Check for Fee, and Details of Event on Organization Letterhead.

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Village of Lake George for the use and care of the facilities. He/She, on behalf of _____ (Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Lake George from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village of Lake George's property, facilities, and/or services by _____ (Organization).

1. **Facilities Use Limited – Shepard Park Outside Village Organizations – Limited to 1- Day per/Month (Maximum 3-hour Duration - Between 12 Noon – 10:00 PM)**
2. **Noise Levels -75 dB (A) measured out-of-doors from a distance of 50 feet from the source. No use permitted after 10:00pm**
3. **Vehicles Prohibited - Only those vehicles necessary to transport heavy equipment, musical instruments/speakers will be permitted in Park. No more than 2(two) private vehicles allowed and must park on south entry drive.**
4. **Alcoholic Beverages Prohibited – No alcoholic beverages will be permitted in the Park or vehicles therein without waiver and prior authorization from the Village Board. READ & INITIAL _____**
5. **No Tents, Structures, Heavy Equipment, Lights, Amplification or Other Accessories Are Permitted Without Prior Authorization.**
6. **Shepard Park Users Please Note: No stakes are to be used to secure tents or canopies. Any damage caused by the above uses will be charged to the permittee.**

I have read and agree to the above:

Signature of Organization's Representative _____ Address: _____
Telephone: _____

DO NOT WRITE BELOW THIS LINE

Approved: Date _____ **Robert M. Blais, Mayor** _____ **Fee Paid?** _____



COPY

SAMPLE INSURANCE AGREEMENT - USE OF FACILITIES

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the permittee's insurance policies, with the exception of workers' compensation.
- II. The policy naming the municipality as an additional insured shall:
- be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and,
 - the municipality shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The permittee agrees to indemnify the municipality for any applicable deductibles.
- IV. Required Insurance:
- **Commercial General Liability Insurance**
\$1,000,000 per occurrence / \$2,000,000 aggregate.
- Liquor Liability endorsement as required.
- V. Permittee acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The permittee is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.