

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 AND/OR PRIVATE FACILITIES MUST FILL OUT OF THIS APPLICATION. THE EVENT ISN'T CONSIDERED OFFICIAL UNTIL YOU HAVE VILLAGE BOARD APPROVAL. 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. **SIMILAR OR COMPETING EVENTS ARE NOT PERMITTED.**

NO PERMIT WILL BE DEEMED COMPLETE UNTIL WE HAVE VILLAGE BOARD APPROVAL, THE REQUIRED INSURANCE CERTIFICATE, AND HAVING ALL FEES PAID. PLEASE SEE BACK PAGE FOR INSURANCE REQUIREMENTS

ALL VENDORS MUST HAVE A VENDOR PERMIT THROUGH THE VILLAGE OF LAKE GEORGE.

❖ **FOOD AND/OR ALCOHOL VENDORS MUST HAVE THESE DOCUMENTS IN ORDER TO OBTAIN A VENDOR PERMIT FROM VILLAGE HALL: COMPLETED APPLICATION WITH PAYMENT OF \$50.00, DEPT. OF HEALTH PERMITS (FOOD), PROOF SHOWING THEY HAVE A TAX ID WITH NYS, AND LIQUOR LICENSE (ALCOHOL).** Read & Initial _____

❖ **ALL CRAFT VENDORS MUST HAVE THESE DOCUMENTS IN ORDER TO OBTAIN A VENDOR PERMIT FROM VILLAGE HALL: COMPLETED APPLICATION WITH PAYMENT OF \$50.00 AND PROOF SHOWING THEY HAVE A TAX ID WITH NYS.** Read & Initial _____

IF USING SHEPARD PARK, PLEASE DETERMINE IF YOU ARE A MAJOR OR MINOR EVENT BY THE FOLLOWING CRITERIA.

[] MINOR EVENT: LIVE MUSIC WITH ONE BAND, SOUND, ORAL PRESENTATION, WEDDING, BEACH EVENT
[] MAJOR EVENT: FESTIVAL W/ SEVERAL BANDS, LIVE MUSIC, TENTS, VENDORS, ACTIVITIES, SOUND, IMPACTS SIDEWALKS, METERS

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE, PLEASE CALL OUR SPECIAL EVENTS CLERK AND/OR MAYOR RAYMOND PERRY AT 518-668-5771 PRIOR TO FILING APPLICATION.

FOR VILLAGE USE:

Event Name: _____ Date(s): _____

Time(s): _____

Any items needed from DPW or REC

Examples for DPW include: *what roads will be closed, where and how many meters will be bagged, etc.*

Examples of REC include: *what fields are requested, porta-potties, dumpster, etc.*

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

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
Village of Lake George ATTN: Special Events Clerk – P.O. Box 791 – Lake George, NY

PLEASE COMPLETE BOTH SIDES

Today's Date: _____ Name of Event: _____
Date(s) Requested: _____ **Facility Requested:** _____
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

If you are not using municipal facilities but are having a public event at a private property location, please check the box. ☐
If you are using municipal facilities, please check the box. ☐

What is the Purpose of Use of our facilities? _____

Total Participants Expected: Adults _____ Children _____

Is material, equipment or labor required from the municipality? Please check the box that applies to you.

☐ YES

☐ NO

If you checked the box "yes", please move to next page for details.

Are Vendors included? Yes _____ No _____ If yes, how many? _____

Please be advised that a vendor list sheet must be provided to the Special Events Clerk at least 30 days prior to your event. If you have any last-minute additions, please let the clerk know. Please be advised that all food and craft vendors must APPLY for a Vendor Permit and MUST be approved by the Village. **A PENALTY MAY BE IMPOSED FOR VENDORS PRESENT BUT NOT LISTED (\$135-14)**

AGREEMENT

The undersigned person 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. Noise Levels -75 dB (A) measured out-of-doors from a distance of 50 feet from the source. **No Village property use permitted after 10:00pm.**
2. Vehicles Prohibited - Only those vehicles necessary to transport heavy equipment, musical instruments/speakers will be permitted in Shepard Park. No more than 2 (two) private vehicles are allowed and must park on south entry drive.
3. **Alcoholic Beverages Prohibited – No alcoholic beverages will be permitted in Shepard Park, Village property, or vehicles therein without a waiver and prior authorization from the Village Board. READ & INITIAL**
4. No Tents, Structures, Heavy Equipment, Lights, Amplification or Other Accessories Are Permitted Without Prior Authorization.
5. Shepard Park Users - 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 with the above:

Signature of Organization's Representative

Address: _____
Telephone: _____

Approved: Date _____

DO NOT WRITE BELOW THIS LINE

Raymond Perry, Mayor _____

Fee Paid? _____

USER FEES (PAYABLE IN ADVANCE)

All user fees are per day unless otherwise noted. Additional fees may be charged.

1. Shepard Park **without alcohol** (Includes stage, electricity, bathrooms)

- ☐ October 1 - May 15 \$250 per day
☐ May 16 - September 30 \$500 per day
☐ Wedding Ceremony only (stage use, under 20 guests) \$100 per day

****For a wedding ceremony in Shepard Park, Recreation Center, and/or Blais Park, please go to page 8 and fill it out before submitting application. Depending on your requests, there could be additional fees.**

2. Shepard Park **with alcohol waiver for sale & use** (Includes stage, electricity, bathrooms)

- ☐ October 1 - May 15 \$500 per day
☐ May 16 - September 30 \$1,000 per day

Alcohol waiver is found on page 4. Please have promoter and caterer sign and return to the office.

3. Parking Lot Use

- ☐ Beach Road Parking Lot \$2,000 per day

4. Road Closures

- ☐ Canada Street (Route 9) ***must contact NYS DOT for permit*** \$1,500 per day
☐ All (4) lanes on Beach Road \$1,500 per day
☐ Two lanes (Southbound) on Beach Road \$750 per day
☐ Two lanes (Northbound / Lakeside) on Beach Road \$750 per day
☐ All other Village backstreets \$500 per day

5. Reserving meters

\$50.00 per day per parking space on streets

\$70.00 per day per parking space for municipal parking lots

If you would like overnight parking on streets, add an additional \$50.00 to the cost.

6. Blais Park

- ☐ without electricity \$50.00 per day
☐ with electricity \$100.00 per day

****For a wedding ceremony in Shepard Park, Recreation Center, and/or Blais Park, please go to page 8 and fill it out before submitting application. Depending on your requests, there could be additional fees.**

7. Public Docks 6 public docks in total with 2 sides per dock.

\$100.00 per dock side per day

☐ Sept. - May: How many docks? ☐ Sides? ☐

☐ June - Aug.: How many docks? ☐ Sides? ☐ \$200.00 per dock side per day

If you would like electricity, add an additional \$50 per dock per day. (\$50 x ☐ = \$ ☐ x ☐ = \$ ☐)

Total: \$ ☐ Total w/ electricity: \$ ☐ # of sides \$ for 1 day # of days total \$ add'l

8. Village Hall Downstairs Meeting Room

☐ Monday through Friday 8:30AM - 4:00PM **\$25.00 per day**

9. Mobile Stage Use on Village property (24x32) Go to page 10 for details.

\$ ☐

10. Special Requests

- ☐ Parade: Please fill out parade permit application on page 9. Beginning price **\$250.00**. \$ ☐
☐ Tents: 10x10 is \$50.00, 10x20 is \$100.00. How many? ☐ \$ ☐
☐ Other? Please itemize ☐ \$ ☐
☐ ☐ \$ ☐

11. Recreation Center Please review the fees on page 5 and review page 6 for our rules.

\$ ☐

12. Firehouse Meeting Room Please inquire with firehouse about availability. If date is available, please fill out application form and return to Village Hall for review.

\$ ☐

TOTAL DUE: \$ ☐



VILLAGE OF LAKE GEORGE, NEW YORK

P.O. BOX 791
12845

RAYMOND A. PERRY
Mayor

JULIE K. ALLEN
Clerk

DANNAE J. BOCK
Treasurer



TRUSTEES
Joseph Mastrodomenico, Jr.
Alyson Miller
José Filomeno
Michael L. Menter
- 518-668-5771
Fax: 518-668-3735
E-mail:
clerk@lgvillage.org

GUIDELINES FOR SERVING OF ALCOHOLIC BEVERAGES DURING SPECIAL EVENTS

1. The promoter or caterer must produce a letter from NYS Alcohol and Beverage Control Board at least seven (7) days in advance of the event.
2. Caterer must produce **Liquor Liability** policy in a minimum amount of \$1,000,000, \$3,000,000 aggregate and Liability Insurance.
3. There will be a detailed map produced outlining the size, location and portion of all structures, vans, etc. relative to the sale, including tables, etc.
4. The exact dates, hours and type of beverages sold are needed. Note: limited to beer and wine only.
5. The area designated must be confined and controlled to exclude the sale to minors.
6. All beverages must be confined to an area agreed in advance by the Village and promoter. This area must be signed: "Alcoholic beverages prohibited beyond this point."
7. The Village agrees to provide appropriate containers and dispose of all cups, containers, etc.

I have read the above and agree to the terms therein.

Promoter

Caterer

Mayor Raymond Perry

Date

FEE SCHEDULE FOR USE OF THE RECREATION CENTER

The Recreation Center is located on 124 Transfer Station Road in Lake George, NY 12845. Please be advised that the applicant must be present for the total length of the event. Before filling out the application, please contact the Village Hall and see if there's availability for the dates you're requesting. Fees are due when approval from the Village Board is granted.

Fees are as follows:

Rental Use for Village & Town of Lake George Residents	
For Special Events (e.g. weekend tournaments)	\$150.00 + location price + maintenance fee
For One Day Use (e.g. one day tournament)	\$50.00 + location price + maintenance fee
Practice Facility Use	\$25.00 + location price + maintenance fee
Concession Stand Use	\$50.00 per day
Maintenance Fee	\$50.00
Wedding Ceremony	\$75.00
Softball Fields Location Price per field	\$50.00
Soccer Fields Location Price per field	\$50.00
Football Fields Location Price per field	\$50.00
Lean Area Location Price	\$50.00
Dog Park Location Price	\$50.00

**** Applicant must provide proof of residency to have resident prices. ****

Rental Use for Non-Residents	
For Special Events (e.g. weekend tournaments)	\$350.00 + location price + maintenance fee
For One Day Use (e.g. one day tournament)	\$120.00 + location price + maintenance fee
Practice Facility Use	\$100.00 + location price + maintenance fee
Concession Stand Use	\$75.00 per day
Maintenance Fee	\$100.00
Wedding Ceremony	\$100.00
Softball fields Location Price per field	\$75.00
Soccer Fields Location Price per field	\$75.00
Football Fields Location Price per field	\$75.00
Lean Area Location Price	\$75.00
Dog Park Location Price	\$75.00

Please review the rules and regulations for usage of our fields at the Recreation Center. It is located on page 6 of the application. Please put an initial beside each bullet indicating you understand the rules and regulations we have in place in addition to signing and dating the document. If you have any questions on use of the Recreation Center, please contact the Special Events Clerk at 518-668-5771.

TOTAL DUE: \$ _____



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BALL FIELD USE-LAKE GEORGE RECREATION CENTER

- ____ 1. Use of all ball fields will be restricted to approved organizations only by securing a Facilities Use Permit from the Village of Lake George. The Facilities Use permit will be given to the applicant if a Special Event Application is approved by the Village Board, and if all fees and all insurance documentation have been submitted and processed. Such application must be submitted at least **one month** in advance and provide proof of insurance, any fees, and names of supervisors in charge. Town and Village of Lake George organizations will be given preference for specific dates.
- ____ 2. The sale of refreshments, use of coolers, grills, or other devices are strictly prohibited unless you have Village Board approval. The request must be written in the application.
- ____ 3. No vehicles are permitted inside the fence area except Village service equipment.
- ____ 4. All approved users will be responsible for complying with the following:
 - A. Supervision by designated individuals during all periods of use. Children not involved in ball field use must be supervised by a parent or guardian.
 - B. Maintain order, enforce rules, and ensure fields are left as they were found. No throwing stones or other objects.
 - C. Picking up all litter, etc. following that day's use and depositing it in provided containers.
 - D. Be responsible for reimbursing or making repairs to any permanent damage caused by the use.
 - E. Ensure the area is secure and all property returned to its proper place, e.g., keys, score pads, etc.
 - F. Lock ball field gates after use.
- ____ 5. **No** alcoholic beverages.

I have read the above and agree to the terms therein.

Signature

Date

USE OF FIREHOUSE MEETING ROOM

NAME OF EVENT: _____ NAME OF ORGANIZATION: _____

DATE OF EVENT: _____ HOURS OF EVENT: _____

NAME OF PERSON IN CHARGE: _____ CONTACT # (during event): _____

ADDRESS: _____ PHONE # (for office use): _____

CITY, STATE, ZIP: _____ EMAIL: _____

MEMBER OF FIRE DEPARTMENT, COMPANY, OR AUXILIARY? YES NO

PLEASE READ THE FOLLOWING REQUIREMENTS:

1. This is a **CARRY IN, CARRY OUT** facility. All clean-up is to be done by the applicant. A \$100 deposit is required. If no clean-up is needed by our employees, the deposit will be refunded.
2. Kitchen privileges are **ONLY** available to the volunteer firemen or auxiliary. All others may use the counters, sink, microwave for warming and temporary storage in refrigerator. Any damage will be charged to the applicant.
3. Only tabletop decorations allowed. Nothing taped or tacked to the walls.
4. Capacity: **81** w/ tables & chairs and **170** chairs only. (Firehouse can only provide up to 50 chairs)
5. Please notify attendees to contact the person in charge for directions, information, etc. NOT the firehouse.
6. Please Note: In case of an emergency, firemen may need to use the meeting room at a moment's notice and may require evacuation.

I have read and agreed with the above.

Applicant Signature

APPROVED _____

*FEE PAID? _____

DATE PAID: _____

DENIED _____

*DEPOSIT PAID? _____

DATE PAID: _____

Raymond Perry, Mayor

Date

Fire Dept. Meeting Rooms- **\$50.00/day**

With kitchen - **\$100.00/day**

\$100.00 deposit required.

Copy to be sent to Fire Chief and Fire Company President.

QUESTIONNAIRE FOR WEDDINGS

Date: _____

Time: _____ AM / PM

1) HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

- ❖ If you plan to have your wedding reception at Shepard Park, we have stone benches. If that isn't adequate, please provide your own seating.
- ❖ If you plan to have your wedding reception at the Recreation Center, you will have to provide your own seating.
- ❖ If you plan to have your wedding reception at Blais Park, you will have to provide your own seating.

2) WHERE DO YOU PLAN TO HAVE YOUR RECEPTION? Circle one.

Blais Park

Shepard Park

Recreation Center

(Please be advised that alcoholic beverages are not permitted.)

3) DO YOU NEED ELECTRICITY? (Blais Park / Shepard Park)

Circle One: YES NO

TIME FRAME? _____ AM/PM to _____ AM/PM

4) WILL YOU NEED THE P.A. SYSTEM?

Circle One: YES NO

TIME FRAME? _____ AM/PM to _____ AM/PM

- ❖ If using the Village-owned microphone, a \$100 deposit is required and will be returned when microphone is brought to the Village Hall within 72 hours after the event.

5) WILL YOU NEED THE PARKING SPACES IN FRONT OF SHEPARD PARK?

Circle One: YES NO

- ❖ Must notify Village Hall at least three days before the event
- ❖ The fee is \$50.00/day per parking space and is blocked off at 7:00AM until end of event.
- ❖ Must be written on

6) WILL YOU BE DECORATING THE STAGE AND PARK?

Circle One: YES NO

- ❖ All decorations, trash, flowers, etc. must be cleaned up within 2 hours of event end
- ❖ If not cleaned, a fee will be billed for our DPW labor and materials.

NOTES:

- ❖ Guests can park on the back streets or at James Street Lot and will have to feed the meter. You can pay the meters or pay using ParkMobile app.
- ❖ Please remember Shepard Park is in the middle of the Village. There will be noise, traffic, and pedestrians in and around the park at all times. Use of the park does not "close" the park.

PARADE / 5K PERMIT

PLEASE BE SURE TO COMPLETE THE ENTIRE FACILITIES USE APPLICATION

Please be advised that you will be charged \$250.00 as a beginning parade fee. Depending on what roads you request, they will alter the price. The final price will be determined once all roads have been listed, and you include the duration for how long the closure will be.

These are our fees for Road Closures all day per day for any Special Event.

Canada Street (Route 9)	\$1,500 per day
All (4) lanes on Beach Road	\$1,500 per day
Two lanes (Southbound) on Beach Road	\$750 per day
Two lanes (Northbound / Lakeside) on Beach Road	\$750 per day
All other Village backstreets	\$500 per day

NAME OF ORGANIZATION: _____

DATE OF PARADE / 5K: _____ HOURS OF PARADE / 5K: _____

ROADS/STREETS CLOSED? Circle One: YES NO Which ones? _____

PARADE ROUTE: _____

❖ Please provide pictures showing your route. Pictures are required for application review.

CONTACT PERSON: _____ CONTACT # DURING EVENT: _____

WILL THERE BE ANY ITEMS DISTRIBUTED ALONG THE PARADE ROUTE? (e.g. candy thrown to children) Circle One: YES NO If yes, what items? _____

WILL TRAFFIC CONTROL BE PROVIDED? (e.g. Warren County Sheriff) Circle One: YES NO
Describe: _____

❖ You may be directed to contact DOT to obtain a permit

HAVE ALL AFFECTED MUNICIPALITIES BEEN CONTACTED? ____YES ____NO

IF CANADA STREET IS PART OF THE CLOSURE, YOU'RE BEING MANDATED TO CONTACT NYS DOT FOR THEIR ROAD CLOSURE PERMIT.

- PLEASE CONTACT DAVE DIVIRGILIO VIA EMAIL (DAVID.DIVIRGILIO@DOT.NY. GOV) OR BY PHONE (518-457-8338).

____APPROVED

*FEE \$ _____

____DENIED

DATE PAID _____

Raymond Perry, Mayor

Date

VILLAGE OF LAKE GEORGE, NEW YORK

Mobile Stage Rental

CHECK ONE: ☐ FESTIVAL SPACE USE: NOT-FOR-PROFIT
 ☐ FESTIVAL SPACE USE: FOR-PROFIT
 ☐ USE OUTSIDE VILLAGE: MUNICIPALITY

NAME OF USER: _____ PHONE: _____

DATES: _____

Thank you for choosing Village of Lake George for your event production company. The following is an outline for processing your contract:

1. Customers must return the mobile stage rental form **with 50% of the total cost of the rental to the Village office.** (Example: 50% of total cost \$2,500 = \$1,250 due)
Once received, the mobile stage rental form will be brought before the Village Board for approval and/or denial.
2. Once approved by the Village Board, customers must sign an indemnification document, a contract between the Village and the customer, **AND** provide liability insurance for the stage at least **30 days prior to the start of the event.** The contract will be sent to the customer for them to initial and sign our rules and regulations for using our mobile stage.
3. Any deposit checks returned for non-sufficient funds (NSF) will void the contract.
4. Cancellations: If the customer cancels after and/or during the stage set up (within 30 days of the event), 50% of the cost will be kept by the Village as a non-refundable deposit. If the customer cancels in advance (before the 30 days and before the stage set-up), the Village will keep 10% of the cost as a non-refundable deposit.
5. The Village reserves the right to adjust the fees for local Not-for-Profit organizations.

Location	Profit or Non-for-Profit	1 st Day	2 nd Day or more	Mileage
In Wood Park & In Town / Village	Profit	\$2,500	\$750	N/A
In Wood Park & In Town / Village	Not-for-Profit	\$1,250	\$500	N/A
Use out of Town/Village	Municipality-Warren County	\$1,500	n/c	@\$10.00/mi
	Other Municipality	\$1,750	n/c	

TOTAL FEE THIS CONTRACT	AMOUNT OF \$ BROKEN DOWN:
1 st Day:	
Total Additional Days:	
Set-up:	
Mileage:	
Total fee due:	

Office Use Only:

Amount Due: _____ Check/Cash # _____ Date: _____

Was the request approved or denied? Approved Denied Mayor Signature: _____

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. Applicant must provide CGL policy with the following coverage:

\$1,000,000 per occurrence

\$2,000,000 aggregate

Must name Village of Lake George as Additional Insured.

Must be provided by a New York State-approved company.

2. Not For Profit – Applicant must provide proof of Not-For-Profit status on letterhead.



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.



VILLAGE OF LAKE GEORGE, NEW YORK

P.O. BOX 791
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- 518-668-5771
Fax: 518-668-3735

E-mail:
lgvillageinfo@villageoflakegeorge.us



RESOLUTION NO. 55, 2023 ADOPTED May 15, 2023

VENDOR CODE OF CONDUCT POLICY FOR THE VILLAGE OF LAKE GEORGE

The Village of Lake George requires each Vendor to comply with the following Vendor Code of Conduct. The Vendor Code of Conduct defines our minimum expectations. No code of conduct can be all-inclusive, but we expect those with whom we do business to act reasonably in all respects and to ensure that no abusive, exploitative, or illegal conditions exist at their workplace. We may end our business relationship with any Vendor who fails to comply with this Vendor Code of Conduct.

Compliance with Applicable Laws, Regulations and Company Policies:

- Vendors are expected to comply with all laws and regulatory requirements applicable to their business, including but not limited to those related to wages, hours, labor, health, safety, the environment, immigration, import/export, and business conduct and ethics.
- Vendors must comply with all current applicable Federal, State, and Local regulations.
- Vendors selling taxable items must display a valid NYS Certificate of Authority.

Compensation and Working Hours:

- Vendors are expected to comply with all applicable wage and hour labor laws and regulations governing employee compensation and working hours.

Discrimination:

- Vendors shall not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of age, sex, race, color, ancestry, religion, creed, citizenship status, disability, national origin, marital status, military status, sexual orientation, gender identity and expression, or any factors not related to the job. Vendors are expected to comply with all applicable local laws concerning discrimination in hiring and employment practices.

No Harassment or Abuse:

- Vendors will treat each employee with respect and dignity and will not subject any employee to any physical, sexual, psychological, verbal, or any other form of harassment or abuse.

Environment:

- Vendors are expected to conduct their operations in a way that protects the environment. Vendors shall comply with all applicable environmental laws and regulations.

- At the end of the sale day, the vendor's area must be clean and free of debris.
- Each vendor must identify themselves or their business by use of an attractively lettered sign stating their name and location.

Health and Safety:

- Vendors shall comply with all applicable safety and health laws and regulations. Vendors are expected to provide a safe working environment that supports accident prevention and minimizes exposure to health risks occurring within or arising out of the course of work. Vendors are also expected to provide products and services that meet all applicable health and safety requirements.
- Vendors who provide free samples to customers must do so in compliance with Department of Health requirements.
- All vendors using tents must anchor their tents with weights.
- Vendors selling meats, processed foods, prepared foods, baked goods, and other perishable items must do so in compliance with the requirements of the NYS Department of Health and NYS Department of Agriculture

Gifts and Gratuities:

- Vendors shall conduct business in an ethical and legal manner, free from potential personal or private interests that may affect professional judgment or adversely impact the Village of Lake George.

Vendor Conduct:

- Each vendor shall remain in his/her own allotted space when selling and sampling products. Sales should be conducted in an orderly business manner. No shouting, hawking, or other objectionable means of soliciting shall be tolerated. Vendors shall exhibit courtesy and cooperation to customers and to other vendors selling at the event.
- Discrimination is not permitted. Vendors are expected to be courteous and honest. Disagreements with customers, fellow vendors, or the Event Manager must be handled in a respectful manner to not disrupt the event.
- Consumption of alcoholic beverages by Vendors is prohibited. Smoking is prohibited at all events.
- Amplified music is not permitted unless it is part of sponsored entertainment.

Penalties for violation:

- Violations of this policy may result in a warning letter, suspension, or removal as a Vendor at Village events.

I have read the Village of Lake George's code of conduct. My signature indicates that I will abide by the Village of Lake George's vendor code of conduct. If I do not abide by the rules that have been placed before me, I do understand the penalties that will be imposed.

Vendor Signature

Date