

CHARLES R. WOOD PARK
APPLICATION/PERMIT SPECIAL INSTRUCTIONS

(Revised 7/11/23)

BEFORE COMPLETING/SIGNING THE APPLICATION YOU SHOULD CONTACT, LEISA GRANT AT WARREN COUNTY TOURISM, (518) 761-6370 TO DISCUSS AND REVIEW ALL APPLICATION/PERMIT REQUIREMENTS.

KEEP THIS PAGE FOR YOUR REFERENCE.

Particular attention is directed to the following:

- 1) You will need to describe the Event, all Event activities and include an Event site layout on the Park map attached to the permit application.
- 2) You will need to provide the requisite insurance as Permittee. You are responsible for ensuring that all contractors, subcontractors, vendors, agents, performers provide the requisite insurance as well.

The limits of liability for use of the property for the permitted activities shall be not less than \$1,000,000 per occurrence, \$2,000,000 aggregate combined single limits for all damages arising out of bodily injury, including death and/or property damage.

Warren County and the Village of Lake George, their Boards, Officers, and employees will each be named as additional insureds on a primary, noncontributory basis.

All insurance companies must be licensed or admitted carriers in New York State.

NOTE: If alcohol will be sold/served, a liquor license must be provided. You must receive the permission of the Village of Lake George to sell/serve liquor.

You must provide a copy of the current liquor license and an insurance certificate of insurance specifically including coverage for liquor law liability in an amount of not less than Five Hundred Thousand Dollars (\$500,000). Warren County and the Village of Lake George, their Boards, Officers, and employees will each be named as additional insureds on a primary, noncontributory basis, on this coverage part as well. You will also need to send us a copy of the State Liquor Authority permit.

- 3) You are responsible for securing all other permits for the Event. By way of example, if the Permittee or any contractor, subcontractor or vendor of Permittee will prepare, sell, serve food items, a permit from the New York State Department of Health must be secured and presented. Permits from other State agencies may be required.
- 4) **You will be responsible for all clean up and garbage removal which includes renting a dumpster.**
- 5) You must comply with all permit conditions including special conditions.
- 6) You are responsible for ensuring compliance with the provisions of Chapter 148 of the Village of Lake George Code. These are the rules and regulations for the Park. A copy of Chapter 148 can be obtained through Ms. Grant.
- 7) There are application fees. Be sure to review the fee schedule for fee amounts and payment instructions.

**VILLAGE OF LAKE GEORGE/WARREN COUNTY
APPLICATION/USE PERMIT FOR THE
CHARLES R. WOOD PARK FESTIVAL SPACE**

**APPLICATIONS MUST BE SUBMITTED TO THE VILLAGE OF LAKE GEORGE AT LEAST NINETY (90) DAYS
PRIOR TO SCHEDULED EVENT**

Date of Application: _____

Name/Description of Event: _____ ("permitted activities")

Name of Organization or Individual Applying: _____ ("Permittee") ☐ for profit ☐ non profit

Mailing Address: _____

Phone Number: (Best number to be reached at) _____

Email for office contact: _____

Date(s) of Event: _____ Set up date(s) _____ Tear down date(s) _____

Time of Event: (Each day) _____ A.M. to _____ P.M. Number of People Expected to attend: _____

Will structures be placed as part of Event? If so, describe: _____

Permittee Contact Person, address, phone number (cell number) if different than above: _____

Will admission fee be charged? Yes _____ No _____ Amount \$ _____

Will food be served: Yes _____ No _____

Will you need? (Check all that apply; additional fees may be applicable)

☐ Restrooms ☐ Porta-Johns ☐ Trash receptacles ☐ Trash collection
☐ Electricity ☐ Lighting ☐ Water ☐ Other _____

List all contractors, subcontractors, vendors, agents, performers by name, contact person and phone number :(Use additional sheets if necessary)

On attached Park map, insert Event layout. Include all items and approximate location.

Will Alcoholic Beverages be sold/served at Event? _____ Yes _____ no. If yes, a resolution must be obtained from the Village of Lake George Board of Trustees at least sixty (60) days prior to the scheduled event. Permittee as well as any contractor, subcontractor or vendor selling alcoholic beverages must provide a copy of the current liquor license and an insurance certificate showing coverage for liquor law liability in an amount of not less than Five Hundred Thousand Dollars (\$500,000) to the Village of Lake George and the County of Warren not less than thirty (30) days prior to the scheduled Event. A copy of the State Liquor Authority permit is also required.

1. INSURANCE:

The Permittee and all contractors, subcontractors, vendors, agents, representatives and performers associated with the permitted activities shall, to the fullest extent permitted by law, indemnify, hold harmless and defend Warren County and the Village of Lake George, and their respective officers and/or employees against any and all losses, claims, notices of claim, actions, demands, damages, liabilities, expenses, penalties or judgments, including but not limited to attorney's fees and all other costs of defense, by reason of liability imposed by law or otherwise upon Warren County and the Village of Lake George, their respective officers and/or employees for damages arising from bodily injuries, including death, at any time resulting therefrom, sustained by any person or persons, including Permittee's employees, contractors, subcontractors, agents, vendors, representatives; performers

and/or invitees or on account of damages to property, including loss of use thereof, arising from any acts or omissions on the part of Permittee, its employees, contractors, subcontractors, vendors, agents, representatives, performers and/or invitees. If such indemnity is made void or otherwise impaired by any law controlling the construction thereof, such indemnity shall be deemed to conform to the indemnity permitted by law, so as to require indemnification to the fullest extent permitted by law. The indemnity provided by requirements contained herein shall be in addition to and not in limitation upon any rights of common law indemnity. Without limiting or modifying the foregoing, Permittee shall indemnify, defend and hold harmless Warren County and the Village of Lake George from and against any and all losses, claims, notices of claim, actions, demands, damages, liabilities, expenses, penalties or judgments, including but not limited to attorney's fees and all other costs of defense, by reason of liability imposed by law or otherwise upon Warren County and/or the Village of Lake George, their respective officers and/or employees for damages arising from any infringement or unlawful use of a United States Patent, trademark or copyright by Permittee or any of Permittee's contractors, subcontractors, agents, representatives, vendors or performers.

a. The Permittee, and each contractor, subcontractor, or vendor associated in any way, shall furnish with this application a certificate of insurance showing liability insurance issued to and covering the Permittee as "named insured" and adding the County of Warren, its Board, Officers and Employees, and the Village of Lake George as "additional insured, on a primary, non-contributory basis" with respect to liability arising out of operations of the named insured or any employee, agent, representative or invitee thereof. Insurance coverage provided hereby for Warren County and the Village of Lake George shall be primary coverage, but only with respect to liability arising out of the Permittee operations. The limits of liability for use of the property for the permitted activities shall be not less than the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate combined single limits for all damages arising out of bodily injury, including death and/or property damage. The certificate shall state that it will not be cancelled or non-renewed without 10 days' notice to the Superintendent of the Department of Public Works. The enumeration in this permit of the kind and amount of insurance shall not abridge, diminish or affect the Permittee's legal responsibilities for the consequences of accidents arising out of or resulting from the operations of the Permittee under the permit. All insurance companies must be licensed or admitted carriers in New York State.

b. Failure to obtain any insurance as required hereunder constitutes a material breach of this Use Permit and shall subject the Permittee to liability for damages, indemnification and all other legal remedies available to Warren County and the Village of Lake George. The failure of Warren County or the Village of Lake George or their respective Boards, officers and/or employees to object to the contents of any certificate of insurance or absence of the same shall not be deemed a waiver of any and all rights held by Warren County.

2. FACILITY USE FEES - SEE ATTACHED FEE SCHEDULE:

The following fees shall apply for the use of the property:

- Non-refundable deposit (\$1000 for first day, due with application
- Refundable security deposit (\$500) – due within 10 days of event

3. DAMAGES/GARBAGE REMOVAL:

The Permittee is responsible for clean-up and all clean-up costs and all costs for damage to the property arising out of acts or omissions of the Permittee, employees and/or invitees and for garbage removal. Upon inspection after the Event, the Superintendent of the Department of Public Works or his designee reserves the right to assess damage and/or cleanup costs and bill costs to Permittee. The Superintendent of Public Works or his designee reserves the right to retain a portion of or all of the \$500 security deposit as reimbursement for damages or clean-up costs.

4. HEALTH AND OTHER PERMITS:

It is the responsibility of Permittee to be in compliance with the New York State or Local Health Department and Fire Codes and other laws or regulations as related to public gatherings with regard to Permittee's activities upon the property or that of its employees, agents, representatives and/or invitees and vendors.

5. PROPERTY USE:

- a. Permittee accept conditions of the property "as is".
- b. Cleanliness of the property is the responsibility of the Permittee.
- c. No other uses or activities are allowed other than the permitted activities expressly set forth herein.

6. SECURITY OF PROPERTY:

The Permittee must provide security for the property during use. This includes overnight security for Events running more than one day.

7. SAFETY EQUIPMENT PROCEDURES:

It is the responsibility of the Permittee to assure that safety equipment is worn and safety procedures adhered to as appropriate for the Event and as required by New York State Departments of Health and Labor and local Health and Fire Codes or other applicable laws or codes.

8. REVOCATION OF PERMIT:

The County of Warren, upon order of the Superintendent of the Department of Public Works reserves the right to revoke or annul this permit at any time and at his discretion without a hearing or the necessity of showing cause.

9. Permittee hereby acknowledges receipt of a copy of the Village of Lake George Code Chapter 148 and agrees to comply with said Code.

10. By signing below, the Permittee agrees to be bound by all terms, conditions and special conditions in this Use Permit.

11. This Use Permit shall only be effective if signed by the authorized officials of the Village of Lake George and Warren County or their duly authorized representatives.

SPECIAL CONDITIONS

1. Use of the property is for permitted activities only.
2. Any other conditions or requirements imposed by the Village of Lake George and/or Superintendent of the Warren County Department of Public Works.
3. Any conditions imposed by Resolution of the Village of Lake George.
4. _____

12. WEATHER POLICY:

The Permittee understands that weather may impact the use, operation and attendance at the event and that application fees are non-refundable (with the exception of the \$500 security deposit). The Permittee further understands that any cancellation of the Event, unless done so by the County of Warren or Village of Lake George will also result in forfeiture of the application fees.

Signature of Organizations Representative or Applicant

(Print Name)

PLEASE COMPLETE THE FOLLOWING
FEE SCHEDULE – FESTIVAL COMMONS AREA

Festival Space-Events UP to 10 days open for admission

			# of Days	Amount Due
Festival Space	\$1,500	Per day		
Set-up Day(s)	500	Per day		
Tear down day(s)	500	Per day		

OR Festival Space-Events OVER 10 days open for admission

Festival Space	\$1,500	First day		
Festival Space	750	Every day thereafter		
Set-up Day(s)	500	Per day		
Tear down day(s)	500	Per day		

OR Festival Space – Single Day use or any portion of one day: above does not include holidays

Mon-Friday only	750	One day only		
Mon-Friday only	500	For Non-Profits only		
PLUS Refundable Security Deposit				\$500
TOTAL AMOUNT DUE				
AMOUNT DUE WITH APPLICATION				(\$1,500)
BALANCE DUE 30 DAYS BEFORE EVENT				
ALL CHECKS PAYABLE TO WARREN COUNTY (submit to Village of Lake George)				

Exclusive use of the adjacent West Brook parking lot is available through separate permit and fee (\$2,000.00 per day). Please contact Kevin Hajos at (518) 623-4141, or by email at khajos@warrencountypw.com for more information.

Parks Operation & Management Committee reserves the right to adjust rates based on special considerations. Please use the section below to inform the Committee of any special circumstances it should take into consideration when reviewing your application:

Special Considerations: _____

All checks should be made out to the Warren County Treasurer. Applications, insurance forms, and payments should be sent to: Village of Lake George, P.O. Box 791, Lake George, NY 12845.

I have read the above and agree to the conditions set forth.

Applicant _____ Date _____ Title (for corporate or organizational applicant) _____

OFFICE USE ONLY

<ul style="list-style-type: none"> Date application received: _____ Total fee due: \$ _____ Payment received with application: \$ _____ Check #s: _____ <p>Balance due within 10 days of event: \$ _____</p> <p>Date Balance Received: _____</p> <p>Check #s: _____</p>	<p>VILLAGE OF LAKE GEORGE</p> <p>APPROVED [<input type="checkbox"/>]</p> <p>DENIED [<input type="checkbox"/>]</p> <p>_____ Raymond Perry, Mayor Date _____</p> <p>WARREN COUNTY</p> <p>APPROVED [<input type="checkbox"/>]</p> <p>DENIED [<input type="checkbox"/>]</p> <p>Kevin Hajos, Superintendent Date _____ Department of Public Works</p>
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Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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.
John Root
José Filomeno
Alyson Miller

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