



Village of Lake George
PO Box 791
Lake George, NY 12845
518-688-5771

Application for Special Event or Use of Municipal Facilities

All special events, regardless of size or expected attendance, held within the Village of Lake George, within public or private facilities, require a completed application and Village Board of Trustees approval. **No permit will be issued until all required documents and fees have been remitted and approval has been issued.**

All vendors must be associated with an approved special event and obtain a Village of Lake George vendor permit.

- **Food & alcohol vendors** must submit a completed application, fee, copy of Department of Health or State Liquor Authority permit, and EIN.
- **Merchandise & craft vendors** must submit a completed application, fee, and EIN.

All applications requesting road closures must submit a map which clearly outlines the location and timing of proposed closures.

If you have any questions, please contact the Village Hall at 518-668-5771 x30 prior to submitting your application. Please submit completed application to:

Village of Lake George, PO Box 791, Lake George NY 12845

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.*



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Today's Date: _____ Name of Event: _____

Date(s) Requested: _____ **Facility Requested:** _____

Name of Organization or Individual: _____

Time of Event: _____ Supervisor in charge: _____

Total Time of Facility Usage including set-up and breakdown: _____

Mailing Address: _____

Telephone: _____ Cell during event: _____

Event website: _____

Email (for office use only): _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

If you are having a public event at a private property location, please check here. _____

If you are using municipal facilities, please check here. _____

What is the Purpose of Use of our facilities?

Total Participants Expected: Adults _____ Children _____

Is material, equipment or labor required from the municipality? YES _____ NO _____

Are Vendors included? YES _____ NO _____

If yes, how many? _____

A list of vendors must be provided to the Special Events Clerk 30 days prior to your event. If you have last-minute additions, please let the clerk know. Please be advised that all vendors require a Village of Lake George vendor permit. **A PENALTY MAY BE IMPOSED FOR VENDORS PRESENT BUT NOT LISTED (\$135-14)**



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Shepard Park Rules

1. Noise Levels -75 dB (A) measured out-of-doors at 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 Park. No more than 2 (two) private vehicles allowed and must park on south entry drive.
3. Alcoholic Beverages Prohibited – No alcoholic beverages will be permitted in the park or vehicles therein without a waiver and prior authorization from the Village Board.
4. No Tents, Structures, Heavy Equipment, Lights, Amplification or Other Accessories Are Permitted Without Prior Authorization.
5. No stakes are to be used to secure tents or canopies. Any damage caused by the above uses will be charged to the permittee.

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).

I acknowledge that I have read, understand, and agree to the Terms of Use.

X

Representative of Organization

DO NOT WRITE BELOW THIS LINE

Approval Date _____ Raymond Perry, Mayor _____ Fee Paid? _____



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USER FEES (PAYABLE IN ADVANCE)

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

Specials Event Fees	Cost	Total
Shepard Park without alcohol (stage, electricity, bathrooms)		
October 1 – May 15	\$250.00	
May 16 – September 30	\$500.00	
Wedding Ceremony only (stage use, up to 20 guests)	\$100.00	
Shepard Park with alcohol waiver (stage, electricity, bathrooms)		
October 1 – May 15	\$500.00	
May 16 – September 30	\$1,000.00	
Blais Park		
With electricity	\$100.00	
Without electricity	\$50.00	
Public Docks 6 public docks in total with 2 sides per dock		
September – May	\$100.00/side/day	
June – August	\$200.00/side/day	
Electricity	\$50/side/day	
Village Hall Downstairs meeting room	\$25.00	
Firehouse meeting room	\$50.00	
With kitchen	\$100.00	
Parades/5Ks	Starting at \$250.00 + road closures	
Tents		
10' x 10'	\$50.00	



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10' x 20'	\$100.00	
Beach Road Parking Lot (October 1 – May 15 only, except with special permission)	\$2,000.00	
Road Closures		
Canada Street (Route 9) Requires DOT Permit	\$1,500.00	
All (4) lanes on Beach Road	\$1,500.00	
Two lanes (Southbound) on Beach Road	\$750.00	
Two lanes (Northbound / Lakeside) on Beach Road	\$750.00	
All other Village backstreets	\$500.00	
Parking Meters		
Street meters	\$50.00/space/day	
Municipal parking lots	\$70.00/space/day	
Overnight parking	\$50.00/space/night	
Rec Center		
Village & Town Residents		
Weekend Event Use	\$150.00 + location + maintenance	
One Day Event Use	\$50.00 + location + maintenance	
Practice Facility Use	\$25.00 + location + maintenance	
Concession Stand Use	\$50.00	
Maintenance Fee	\$50.00	
Wedding Ceremony	\$75.00	
Softball Fields Location	\$50.00/field	
Soccer Fields Location	\$50.00/field	
Football Fields Location	\$50.00/field	
Lean-to Area Location Price	\$50.00	
Dog Park Location Price	\$50.00	



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Non-Residents		
For Weekend Event Use	\$350.00 + location price + maintenance fee	
For One Day Event Use	\$120.00 + location price + maintenance fee	
Practice Facility Use	\$100.00 + location price + maintenance fee	
Concession Stand Use	\$75.00	
Maintenance Fee	\$100.00	
Wedding Ceremony	\$100.00	
Softball Fields Location	\$75.00/field	
Soccer Fields Location	\$75.00/field	
Football Fields Location	\$75.00/field	
Lean-to Area Location Price	\$75.00	
Additional Event fees to be assessed as needed by the Board		
Grand Total:		



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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



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BALL FIELD RULES

____ 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:

- Supervision by designated individuals during all periods of use. Children not involved in ball field use must be supervised by a parent or guardian.
- Maintain order, enforce rules, and ensure fields are left as they are found. No throwing stones or other objects.
- Preparation of all fields of play.
- Picking up all litter, etc. following that day's use and depositing it in provided containers.
- Be responsible for reimbursing or making repairs to any permanent damage caused by the use.
- Ensure the area is secure and all property returned to its proper place, e.g., keys, score pads, etc.
- Lock ball field gates after use.

____ 5. **No** alcoholic beverages.

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

Signature

Date

FIREHOUSE MEETING ROOM USE - \$100 DEPOSIT REQUIRED

NAME OF EVENT: _____ NAME OF ORGANIZATION: _____



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DATE OF EVENT: _____ HOURS OF EVENT: _____

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

ADDRESS: _____

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

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

PLEASE READ THE FOLLOWING REQUIREMENTS:

- 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.
- 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.
- Only tabletop decorations allowed. Nothing taped or tacked to the walls.
- Capacity: **81** w/ tables & chairs and **170** chairs only. (Firehouse can only provide up to 50 chairs)
- Please notify attendees to contact the person in charge for directions, information, etc. NOT the firehouse.
- 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.

Signature

APPROVED

FEE \$ _____

DENIED

DATE PAID _____

Raymond Perry, Mayor Date _____



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WEDDING CEREMONIES

Ceremony 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) _____

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

- 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.

6) If you are planning to decorate, please note that all decorations, trash, flowers, etc. must be cleaned up within 2 hours of the event. You will be billed for our DPW labor and materials if decorations are left behind.

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 use the 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 to the public.



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PARADE / MARATHON PERMIT

\$250 + Road Closure Fees (See pg. 5)

NAME OF ORGANIZATION: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

ROAD CLOSURES REQUESTED (PLEASE LIST): _____

All applications requesting road closures must submit a map which clearly outlines the location and timing of proposed closures.

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)
PLEASE LIST: _____

WILL TRAFFIC CONTROL BE PROVIDED? (e.g. Warren County Sheriff)

Describe: _____

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

HAVE ALL AFFECTED MUNICIPALITIES BEEN CONTACTED? ____ YES ____ NO

____ APPROVED

FEE \$ _____

____ DENIED

DATE PAID _____

____ Raymond Perry, Mayor

Date _____



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MOBILE STAGE RENTAL AGREEMENT

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

NAME: _____ PHONE: _____

DATES REQUESTED: _____

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

1. Return a completed mobile stage rental agreement along with a 50% deposit to the Village Hall or via mail. 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. A returned check 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 FEES THIS CONTRACT
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: _____



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INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Applicants 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.



COPY

NYMIR 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.