



Park Use Application:

Please complete the request form below

Drop off completed application at the village office or email it to clerk@saranaclakeny.gov

The application will be reviewed by village staff

Applicants will be contacted to confirm that the park use; please do not assume park is approved upon submission

If you have any questions, please contact Amanda Hopf, Village Clerk, at 518-891-4150 or clerk@saranaclakeny.gov

GUIDELINES FOR VILLAGE

PARK/EVENT USE

Attached is an application for park/event use that must be completed and filed with the Village Office at least 30 days prior to the actual event. This form is only good for a 12 month calendar year. Should there be any problem or conflict with the original application, the party that filed the application will be notified at least 20 days prior to the actual event. Leased parking lots used as a park will follow the same rules as follows.

Fees: • For Not-for-Profit organizations, there is a general events fee of \$25.00 for Village inspection and maintenance costs. This is a per day charge.

Fees used for Profit organizations there is a general events base fee of \$150.00 plus other fees associated with the attached "Park Use Fee Work Sheet". All rates will be discussed before approval.

- Mt. Pisgah Ski Lodge Building rental is a separate fee. A damage deposit is required. The damage deposit will not be returned until inspection and approval is granted by the Village Manager or his/her designee.
- Refunds will be made, provided notice is given 14 days prior to the scheduled and approved date of the event. Refunds must be approved by the Village of Saranac Lake Board.
- For Profit vendors will be charged at the designated base rate and on the rate chart of services.

Non-Permitted Uses:

No commercial use of any parks is permitted without prior authorization of the Director of Recreation.

Not-for-profit and special event commercial use is permitted in the parks. This is at the discretion of the Village Board of Trustees or their designee.

No permanent art displays or other fixtures are permitted in the parks. Temporary exhibits are permitted with Board of Trustees or their designee review and approval. River Walk art exhibits are permitted upon review and approval of the Board of Trustees or their designee..

Rules:

- It is illegal to camp in Village parks, picnic areas or parking lots.
- Firearms are not permitted without a special permit from the Police Department.
- We encourage the public to use the parks between 7:00 am and 10:30 p.m. These hours will be considered the normal hours of operation. No loud noises will be tolerated after 10:30 p.m. unless the events permit so specifies.
- All trash is to be carried out or placed in appropriate containers if present for such use.
- No vehicles, motorcycles or all-terrain vehicles are permitted in Village Parks. This includes loading and unloading unless authorized for event use.
- No alcoholic beverages are permitted in the Village parks unless proper authorizations have been received. Events with alcohol will require approval from Village of Saranac Lake Board of Trustees and the proper State

Liquor Authority license and local permits or licenses. Liability Insurance will be required as described in the "Village of Saranac Lake Event/Park Use Request Form.

- All pets must be leashed and not left unattended. During major events we do not encourage their presence.
- There will be no swimming or wading in any Village park except the designated public beach facility.
- Nothing (example tent stakes or signs), maybe driven into the ground at Berkley Green Park or Riverside Park. These parks have underground watering system and electric systems.
- No fires will be allowed without special permit from the Village Office.
- Tents and kiosk that will be used for more then 2 days must move a minimum of 10 feet every 2 days. This will protect the grass and minimize damage.
- Each vendor must provide their own trash container or removal and remove this after completion of the event, or every 2 days depending on the duration of the event.

SUGGESTIONS

Add your event to; SaranacLake.com

Go to saranaclake.com on the events page, scroll down and add your event.

Check in with the National Weather Service 800-863-4279

Symbols for type of use:

(L) Light use- **No vehicles.** Foot traffic only. Usually lasts one day.

(M) Moderate use- **No vehicles,** No permanent set ups. Tents, tables and tarps are permitted.

(H) Heavy use- Motor vehicles used on park throughout the event. Heavy traffic for set up and break down. Events expect a large turnout and usually last longer than two days.

Appropriate Areas for Use:

| | |
|---|-----------------|
| Ampersand Play Park (Ampersand Ave & Broadway) | (L) - (M) |
| Baldwin Park (Lake Flower Avenue- tennis courts) | (L) - (M) |
| Berkley Green (Berkley Square) | (L) |
| Depot Park (Adjacent to REA Building and Train Depot) | (L) |
| Hydro Park (in front of the dam on Main Street) | |
| Lake Flower Avenue Park (Adjacent to Mountain Mist) | (L) |
| Mt Pisgah (Mt Pisgah Road) | (L) - (M) - (H) |
| Pontiac Bay (from corner of NBT Bank to the entrance of the boat launch site) | (L) - (M) - (H) |
| Riverfront Park (next to the state boat launch) | (L) - (M) |
| Riverside Park (corner of Main and River Street) see attached map | (L) - (M) |
| Riverwalk (Municipal parking lot) | (L) - (M) - (H) |
| Saranac Lake SkatePark | (L) |
| Triangle Park Veterans Monument (Corner River Street & Church Street) | (L) |
| William Morris Park (Bloomingdale Avenue and Depot Street) | (L) - (M) |
| William Wallace Beach (Lake Colby Road) | (L) - (M) |
| Ward/Plumadore Lot - (Corner of Broadway & Bloomingdale Avenue) | (L) |

Road Closure –list details of what street or streets using intersections, supply map when necessary

The number of events classified “heavy” use may be limited through the year. The rehabilitation of the parks may preclude the permitted use during the actual periods of rehabilitation.

**VILLAGE OF SARANAC LAKE
EVENT/PARK USE REQUEST FORM**

Name of Organization:

Contact Person:

Address:

Telephone: (work) _____ (home) _____ (cell) _____

Email address _____

Classification FOR PROFIT or NOT FOR PROFIT _____

Name of Event:

Event Description: If necessary, please add another sheet to explain event

Park Requesting

Road Closure: _____

Hours of Operation for Event:

Set Up Date(s): _____ Hours: _____
_____ Hours: _____

Event Date(s): _____ Hours: _____
_____ Hours: _____

Cleanup / Takedown: _____ Hours: _____
_____ Hours: _____

Will there be food concessions or merchandise vendors? Yes No

If yes, please describe and attach certification from Health Department for food vendors

Village of Saranac Lake, 39 Main St, 2nd floor, Saranac Lake, NY 12983
Telephone 518-891-4150

Will you require electricity? Yes No

If yes, for what use? (Additional fee may be applicable for "For Profit Events")

Will you utilize a music or voice amplification system? Yes No

If yes, please describe:

Please attach a certificate of insurance. To use the parks in the Village of Saranac Lake the Village must receive a certificate of insurance naming the Village of Saranac Lake additional insurance, \$1,000,000 per occurrence/\$2,000,000 aggregate.

CERTIFICATION: I have read and understand the Guidelines for Event/Park Use and agree to abide by those regulations and to make every effort to assure that the public is aware and remains compliant with these guidelines to maintain a safe, orderly and enjoyable event. I understand that this application must be approved by the Village Board of Trustees. I further understand that failure on my part, personally or on the part of the organization which I represent, to abide by these guidelines constitute sufficient cause to stop this event and deny use of Village facilities in the future.

SIGNATURE

DATE

OFFICE USE ONLY

- Recommendations: Police Patrols
 Traffic Control
 Extra Trash Pick-up (Additional Fee associated)
 Other:

Special Conditions:

- Approved: Director of recreation _____ (initials) _____ (date)
 Village Manager _____ (initials) _____ (date)
 Police Chief _____ (initials) _____ (date)
 Mayor _____ (initials) _____ (date)

Rejected:
Rejected (reason):

Base Fee: \$ _____ plus Other Services from Rate Chart \$ _____ =
\$ _____

Damage/Cleanup Fee: \$ _____

Total paid: \$ _____ Date: _____

Event Follow-up Comments:

Return of Damage/Clean-up Deposit: \$ _____ Date: