



# Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294  
Phone: (518) 891 - 4150  
E-mail: [clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov)  
Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

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## **PARK/EVENT USE APPLICATION**

### **READ THE RULES AND GUIDELINES AND RETURN APPLICATION TO:**

Amanda Hopf – Village of Saranac Lake – 39 Main St., Suite 9 – Saranac Lake, NY 12983  
Or email [clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov)

Applications must be submitted at least **30 days** prior to the Scheduled Event

### **FEES**

There is a general events fee of **\$50.00** for Park inspection and maintenance costs  
(This is a per day charge)  
\*Additional fees may apply

### **Make checks payable to:**

The Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

**To use the parks in the Village of Saranac Lake, you must supply a certificate of liability insurance naming the Village of Saranac Lake additionally insured (see page \$1,000,000 per occurrence/\$2,000,000 aggregate**

### **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 may be permitted at the discretion of the Village Board of Trustees.
- 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:**

- No camping 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 pm. These hours will be considered the normal hours of operation. No loud noises will be tolerated after 10:30 pm 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 the Village 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.
- Nothing (example tent stakes or signs), maybe driven into the ground at Berkeley 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

### **Parks available for Use:**

Ken Garwood Park (Ampersand Ave & Broadway)

Baldwin Park (Lake Flower Ave-Tennis Courts)

Berkeley Green (Main St. & Broadway Intersection)

Depot Park (Adjacent to Train Depot)

Hydro Park (In front of the dam on Main Street)

Lake Flower Avenue Park (Adjacent to Mountain Mist)

Mt Pisgah (Mount Pisgah Road)

Pontiac Bay (State Boat Launch to NBT Bank Corner)

Riverfront Park (next to State Boat Launch)

Riverside Park (Corner of Main Street and River Street)

Riverwalk (Municipal Parking Lot)

Saranac Lake Skate Park

Triangle Park Veterans Monument (Corner River Street & Church Street)

William Morris Park (Bloomingdale Avenue & Depot Street "Carousel")

William Wallace Beach (Lake Colby Beach)

Ward Plumadore Park (Corner of Broadway & Bloomingdale Ave)



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

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
Name Phone Email

**Day of Event Contact Person:** \_\_\_\_\_  
Name Phone Email

**Mailing Address:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Park Requesting:** \_\_\_\_\_

**Is this a fundraising event?** ☐ yes ☐ no

| Date(s) of Event: | Hours: |
|-------------------|--------|
|                   |        |
|                   |        |
|                   |        |

**Road Closure Required:** ☐ yes ☐ no      **Parade Event:** ☐ yes ☐ no

**If yes, locations of Road Closure/Parade:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will there be food concessions, merchandise vendors, or food trucks??** ☐ Yes ☐ No

If yes, please describe and attach certification from Health Department for food vendors and a Village of Saranac Lake Food Truck Permit.

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- Each vendor must provide their own trash container or removal and remove after completion of the event, or every 2 days depending on the duration of the event.

**Will you require electricity?** ☐ Yes ☐ No **Music or Voice Amplification?** ☐ Yes ☐ No  
If yes, for what use?

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**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 may need approval by the Board of Trustees. I further understand that failure on my part, personally or on the part of the organization that I represent, to abide by these guidelines constitute sufficient cause to stop this event and deny use of Village Facilities in the future.

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SIGNATURE

DATE

**OFFICE USE ONLY**

| Approved by  | Signature |
|--|-----------|
| <input type="checkbox"/> <b>Village Manager</b>            | _____     |
| <input type="checkbox"/> <b>Police Chief</b>               | _____     |
| <input type="checkbox"/> <b>Department of Public Works</b> | _____     |
| Rejected <input type="checkbox"/> Reason: _____            |           |