

**Business of the Village Board  
Village of Saranac Lake**

SUBJECT: Park Use Wedding

Date: 11/10/2025

DEPT OF ORIGIN: Village Manager BILL # 168-2025

DATE SUBMITTED: 11/4/2025 EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution approving park use application with permission to serve beer and wine for special event in Riverside Park

**RECOMMENDED ACTION**

MOVED BY: Brunette SECONDED BY: White

VOTE ON ROLL CALL:

MAYOR WILLIAMS Yes

TRUSTEE BRUNETTE Yes

TRUSTEE RYAN Yes

TRUSTEE SCOLLIN Yes

TRUSTEE WHITE Yes

**RESOLUTION TO APPROVE PARK USE APPLICATION FOR RIVERSIDE PARK  
SPECIAL EVENT WITH PERMISSION TO SERVE ALCOHOL**

WHEREAS, the use of Riverside Park is being requested to host a special event cocktail hour on Saturday, February 21, 2026, and,

WHEREAS, special event permits from the New York State Liquor Authority will be obtained by vendors and a copy of this permit will be placed on file with the Village.

**THEREFORE BE IT RESOLVED**, the Village Board of Trustees authorizes the use of Riverside Park for a Special Event on Saturday, February 21, 2026, with the permission to serve alcohol.



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

Individuals  
Name of Organization: Kristen Starheim & Dakin Henderson

Contact Person: Kristen Starheim [REDACTED] [REDACTED]

Name	Phone	Email
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Day of Event Contact Person: Katy Hosler [REDACTED] [REDACTED]

Name	Phone	Email
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Mailing Address: [REDACTED]

Name of Event: Wedding Cocktail Hour

Park Requesting: Riverside Park

Is this a fundraising event?  yes  no

Date(s) of Event:	Hours:
Feb. 21, 2026	~ 3pm - 7pm

Road Closure Required:  yes  no      Parade Event:  yes  no

If yes, locations of Road Closure/Parade: N/A

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Event Description: Cocktail hour between wedding ceremony and reception, both taking place inside the Harrietstown Town Hall. Guests will gather for a group photo, mingling with beer/wine and hors d'eouvres. Heat lamps and/or fire pit desired. Anticipated use will be from ~4pm to 5:30pm (add'l time for set-up/break-down included in "Hours" above).

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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.

Beer/wine from Hex and Hop or VanBee Co. Anticipating hors d'oeuvres from Crown Point Baking but still TBD. Health dept certification & permits pending vendor selections.

- 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.



SIGNATURE

11/5/2025

DATE

**OFFICE USE ONLY**

Approved by

Village Manager 

Police Chief

Department of Public Works

Signature



Rejected  Reason: