

**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**

Name of ^{Individuals} ~~Organization~~: Kristen Starheim & Dakin Henderson

Contact Person: Kristen Starheim [REDACTED] [REDACTED]
Name Phone Email

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

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

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'oeuvres. 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).

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?

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.

Kristen Stanham

11/5/2025

SIGNATURE

DATE

OFFICE USE ONLY

Approved by		Signature
<input checked="" type="checkbox"/> Village Manager <i>Clark</i>		<i>[Signature]</i>
<input type="checkbox"/> Police Chief		
<input type="checkbox"/> Department of Public Works		
Rejected <input type="checkbox"/>	Reason:	