



Village Offices
4 North Ten Broeck St.
Scotia, NY 12302
Phone 374-8611
Fax 374-0542

***APPLICATION AND PERMIT FOR USE OF
LIONS CLUB PAVILION
VILLAGE OF SCOTIA, NEW YORK***

Pursuant to the Ordinance of Rules and Regulations governing the use of Collins Park, Freedom Park and the Flint Property in the Village of Scotia, the undersigned does hereby apply for a permit allowing exclusive use of a Collins Park Pavilion for the times, dates and purposes indicated, and in so doing, does hereby certify that all persons connected with the group or organization authorized to use said pavilion under the applied for permit, will comply with all rules and regulations governing Park lands.

Directions: This completed application with all required documentation must be made to the Clerk of the Village of Scotia, 4 North Ten Broeck Street, a minimum of two weeks prior to the requested date of use. The applicant may be required to appear before the Board of Trustees at a regular monthly meeting to discuss and answer questions about the application.

Fees:

- Reservation fees will be charged a rate as outlined in the Village of Scotia Fee Schedule.
- Additional fees may be assessed for any Village staff needed, including Police, Fire and DPW.
- All fees must be paid prior to use. There are no refunds for rain-outs.
- All permits require a refundable \$250.00 damage and clean up deposit.
- A separate alcohol permit fee of \$100.00 is required if alcohol will be served.

RESIDENTS FEES: \$150.00
NON RESIDENTS: \$225.00
PAVILION CAPACITY: 100 People

All rentals are based on a full day, 10AM to 7PM, May 1 through Columbus Day

GENERAL INFORMATION - PLEASE READ CAREFULLY!

- The person applying for this permit must be at least 21 years of age and assumes all responsibility for the facility rental. They must be in attendance for the entire event and have a copy of any permits to produce upon request.
- Permission to use Village of Scotia facilities does not mean Village of Scotia sponsorship. The person signing this form, whether on the behalf of himself/herself or an organization, business, group, etc. assumes personal liability for breakage, destruction or removal of Village property by any persons attending the event, and is responsible for the conduct of participants at the event.
- Any and all activities associated with an event must be listed on the application and require prior approval.
- All facilities shall be left in good condition. Should the facility not be left in good condition, the person signing this form may be assessed additional charges and may not be allowed to use Village facilities in the future.
- Carry In - Carry Out trash policy must be followed. The applicant is responsible for removing all trash from the event.
- Picnic tables may not be moved from their assigned location.
- No nails, screws, staples, tacks or push pins allowed on premises.
- Prior approval from the Park Superintendent must be obtained for amplified music or other sounds.
- Failure to follow the applicable rules and regulations including those listed in this application, and damage to, or littering of Village property will result in immediate revocation of all issued permit.
- Additional charges will be assessed should the area not be vacated by the time specified on the permit.
- The applicant will be responsible for securing and paying for the services of the Village of Scotia Police or Fire Departments should the Village determine those services are necessary.
- The Village of Scotia will not be responsible for any cost associated with the cancellation of a reservation.
- Any use the pavilion is required to have a permit.
- If an alcohol permit application is not filed or an alcohol permit is not issued, the applicant, by their signature, attests that no alcoholic beverages will be present at the event. The applicant understands that if alcoholic beverages are found to be present, the event may be immediately shut down and all permits may be revoked. In addition, the applicant and all attendees found possessing an alcoholic beverage may be cited under the Village Code and applicable State laws.

- Appropriate insurance documentation required for an individual applicant:
 - Individuals: An individual applicant must supply a copy of their homeowner, condo or tenant’s policy showing a minimum of \$300,000.00 liability coverage. This requirement may be satisfied by submitting the face page of the policy. Any certificate of insurance other than a homeowner, condo or tenant’s policy must meet the requirements for Leagues, Organizations, Groups and/or Businesses.
- Appropriate insurance documentation required for a League, Organization, Group and/or Business:

In order to use the Village of Scotia’s Park for an event, the organization shall provide a current certificate of Insurance with the required minimum amounts of Insurance prior to use of the park.

1. Workers Compensation: Statutory Limits
2. Commercial General Liability: \$1,000,000 per occurrence
3. Commercial Automobile Liability: \$1,000,000
4. Umbrella/Excess Liability: \$1,000,000

Certificate of insurance will name Village of Scotia as additional insured on General, Automobile and Umbrella Liability policies. Liability policies shall be primary and non-contributory regarding insured damages. Liability & Umbrella policy shall contain no exclusion for pandemic or virus.

Indemnification. To the fullest extent permitted by law, Organization shall defend, indemnify and hold harmless Village of Scotia, its officers, directors, employees, customers, agents and representatives against any and all claims, losses, injuries, penalties, damages, fines, liabilities, demands, costs and expenses (including without limitation reasonable attorney’s fees) arising out event held at the Park. Village of Scotia shall not be held responsible or liable for the actions or negligence of the Organization, or for any injuries to persons or damage to property resulting from Organization’s event.

Village of Scotia

Organization

(Signature)

(Signature)

Print Name and Title

Print Name and Title

Date

Date

Village of Scotia Collins Park Pavilion Use Application

Name of Applicant _____ Date of Application _____

Address _____

Phone Number _____

Email Address _____

Name of Organization (If Applicable) _____

Description of Activity _____

Date of Activity _____ Hours Requested: From _____ to _____

Estimated Attendees _____

Pavilion Requested: _____ Lions (Capacity 100)

Will Alcohol Be Served, Consumed or Possessed: _____ Yes _____ No - If yes, requires separate Alcohol Permit

Will Any Items Be Sold, Including Food or Alcohol: _____ Yes _____ No - If yes, requires approval from the Board of Trustees

If Items Are To Be Sold, Please Describe _____

Will There Be Any Admission or other Fee to Attendees: _____ Yes _____ No

Describe Any Special Structures (Tents, E-Z Ups) _____

Describe Any Special Activities Requested

Describe Any Amplified Music or Sounds: Requires Approval of the Parks Superintendent

The undersigned hereby certifies I have read, understand and will comply with instructions, information and requirements contained in this application.

ASSUMPTION OF RISK

The undersigned on behalf of myself and the group or Organization, if any, does hereby covenant and agree to defend, indemnify and hold harmless the Village of Scotia from and against any and all liability, loss, damages, claims or actions including costs and attorney's 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 Scotia's property, facilities and/or services by the Organization.

Signature _____ Date _____

Fees must be paid in full before the date of the event. Checks may be made payable to the **Village of Scotia**