



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 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.
- Exemptions or fee reductions may be granted to organizations, groups or not for profits upon the discretion of the Village Board of Trustees.
- 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 Superintendant must be obtained for amplified music or other sounds.
- Failure to follow the applicable rules and regulations, and damage to, or littering of Village property will result in immediate revocation of 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 of the pavilion is required to have a permit.
- Appropriate insurance documentation is required in order to reserve a pavilion.
  - 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.
  - Leagues, Organizations, Groups, and/or Businesses: Requests on behalf of a league, organization, group and/or business, including a not-for-profit corporation must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000.00 each occurrence and \$2,000,000.00 general aggregate naming the "Village of Scotia, 4 North Ten Broeck Street, Scotia, NY 12302" as a certificate holder and an additional insured. The date and location of the event must also be set forth on the insurance certificate.

# Village of Scotia

## Collins Park Pavilion Use Application

Date of Application \_\_\_\_\_

Name of Applicant \_\_\_\_\_

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: Requires a Separate Permit \_\_\_ Yes \_\_\_ No

Will Any Items Be Sold, Including Food or Alcohol: Requires Approval from the Board of Trustees

\_\_\_ Yes \_\_\_ No

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 Such As Pony Rides, Bouncy Bounce, Etc.

\_\_\_\_\_

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

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The undersigned on behalf of the group or Organization 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 attorneys 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**, 4 No. Ten Broeck St., Scotia, NY 12302

Village Use Only

**Application Approval**

Name \_\_\_\_\_

Date \_\_\_\_\_

Event Description \_\_\_\_\_

\_\_\_ Required Insurances Submitted

Fees Collected :      Reservation Fee      \_\_\_\_\_

                                 Deposit      \_\_\_\_\_

                                 Alcohol Permit Fee \_\_\_\_\_

Special Conditions:

Final Approval \_\_\_\_\_ Date \_\_\_\_\_

Parks Superintendant

**Keep this approval with you on the day of your event to be presented to any Village personnel who request to see it.**

If an alcohol permit was approved for your event, a separate permit will be issued on the day of the event directly at the pavilion.

