

Patricia S. Littlefield
Town Supervisor
(518) 359-3981



Laurie J. Fuller
Town Clerk
(518) 359-9261

Town Board Members
John Quinn
Michael Dechene
Tracy Luton
Mary Fontana

120 DEMARS BLVD
TUPPER LAKE, NY 12986
518-359-9261 OFFICE
518-359-2634 FAX

William Dechene
Highway Superintendent
(518) 359-3981

Hon. Leonard F. Young, II
Town Justice
(518) 359-9278
(518) 359-8765 FAX

Application for use of Town of Tupper Lake Facilities

Information

Facility Requested: _____

Date Requested: _____ Time Requested: _____ to _____

Name of Individual or Organization: _____

Mailing Address: _____

Phone: _____ Email: _____

Purpose of Use: _____

Total Participants/Guests Expected: _____

Adults: _____ Children: _____

Agreement

The undersigned is over 21 years of age and has read this form and the attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of herself/himself, and all guests, invitees and agents and on behalf of: [Click here to enter text.](#) does hereby covenant and agree to defend, indemnify and hold harmless the Town of Tupper Lake 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, or any other matter to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Tupper Lake's property, facilities and/or services by the undersigned or the undersigned's organization.

Signature of Individual or Representative

Date

Printed Name of Individual or Representative

Please read and agree to attached requirements and return application to: Town of Tupper Lake, 120 Demars Blvd. Tupper Lake, NY 12986 no later than three weeks prior to event.

Clean-up: Facilities must be left cleaned and orderly at the end of the event. Clean-up is the responsibility of the organization/individual reserving the facility. Failure to do so may result in forfeiture of security deposit.

Cancellations: Rental fees are not refundable. The Town of Tupper Lake is not responsible for inclement weather.

Emergencies: In the event of an emergency, a telephone is located at Camp Ground Office. Please dial 911 in the case of an emergency. The Little Wolf Beach Pavilion address is: 105 Little Wolf Road.

Alcohol: Alcohol use is permitted only by temporary special permit, which is applied for and obtained through the New York State Liquor Authority. Online permit applications and information available through the New York State Liquor Authority's website <https://sla.ny.gov/permits-available-online>. Any and all questions regarding temporary permits should be directed to the New York State Liquor Authority at 518-474-3114. Alcoholic beverages other than beer, wine and cider are prohibited at Town of Tupper Lake facilities. Glass bottles, kegs and barrels are prohibited. The Town of Tupper Lake reserves the right to limit quantities of alcoholic beverages. **No person under 21 years of age may possess and/or consume alcoholic beverages in any area of Town of Tupper Lake facilities or on Town property.** If alcohol is being served, service must end one hour before the end of the event. The Village of Tupper Lake Police and/or New York State Troopers may check on events when alcohol is being served.

Insurance: Users must provide to the Town, the following insurance **PRIOR** to use of facility:

The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.

The policy naming the Town of Tupper Lake as an additional insured shall:

Be an insurance policy from an AM Best rated "secured" New York State licensed issuer; contain a 30-day notice of cancellation; state that the organization/individual's coverage shall be primary coverage for the Town of Tupper Lake, its board, employees and volunteers; and additional insured status be provided with ISO endorsement CG 2026 or its equivalent.

The user agrees to indemnify the Town of Tupper Lake for any applicable deductibles

The user will enclose a copy of the endorsement providing additional insured status

Required Insurance:

Individuals:

Individual Homeowner's or Special Event Insurance:

Section Two-Liability: \$300,000 limit of liability *with* liquor liability if alcohol is present. Policy shall not exclude the off-premises activities of the insured.

Organizations/Companies:

Commercial General Liability Insurance

\$1,000,000 per occurrence/\$2,000,000 aggregate

Caters:

If a caterer is used to dispense alcohol and/or food, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance demonstrating proof that the caterer has the following coverage:

Limits of \$1,000,000 each Occurrence, \$2,000,000 General and Products/Completed Operations Aggregates, \$1,000,000 personal/Advertising Injury Liability, \$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense

Liquor Liability

\$1,000,000 each Occurrence and \$2,000,000 Aggregate

Worker's Compensation and Employers Liability

Statutory limits and coverage

The Town Supervisor shall have the right to review insurance policies and reject if inadequate.