



**City of Geneva
Lakefront Deck/ Gazebo
Rental Form**

\$100 non-refundable payment required

RETURN COMPLETED APPLICATION TO:
Geneva Recreation Department
47 Castle Street
Geneva, NY 14456
Office: 315.789.5005
Email: ejt@geneva.ny.us

***MUST COMPLETE ALL SECTIONS**

1. City Property requested: <i>* Check all that apply</i>	<input type="checkbox"/> Deck <input type="checkbox"/> Gazebo	
2. Applicant Contact Information: <i>* If different for day of, please list both.</i>	Name:	
	Day Phone:	
	Cell Phone:	
	Email:	
3. Official Name of Event:		
4. Describe in detail the nature of the event:		
5. Is this event open and/or advertised to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
6. Anticipated Maximum Attendance:		
7. Event Date:		
8. Event Hours:	Start:	Finish:
9. Event Set up date:		Time:
10. Event Breakdown Completion Date:		Time:

By signing this document, I take full responsibility for every participant of the event. I have read and agree to the terms and conditions outlined in this application and the policy and I will follow the rules and requirements for conducting my event. I am aware that this application is a public document that may be inspected or copied. In addition, the User(s) agrees to indemnify and hold harmless the City of Geneva, city elected and appointed officials, administrators, and all other city employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of city premises by the User(s) (or the servants, agents or invitees of the User's)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the city premises or for such amounts as may not be payable under any such insurance policy

Applicant Signature

Date

Payment: Cash CC Check #:

Date Received:

Employee Initial:



City of Geneva Lakefront Deck/Gazebo Rental Rules

1. This area is public property, because of this we cannot close the area surrounding the lake viewing deck or gazebo to the public. Sidewalks cannot be closed or blocked off in any way. Chairs would need to be set up behind the sidewalk on the grass if using the Gazebo. If using the Deck- chairs need to be set up on the deck itself. There is no lawn behind the deck, only the sidewalk area. You are able to place chairs along the deck for your guest to sit. The deck is fairly large, so you may be able to seat quite a few people.
2. The sidewalk behind the deck would have to remain open and the FLX Welcome Center located directly behind the deck, would also remain open to the public. They have a large outdoor seating area that cannot be closed off and would most likely have visitors using the space. We can ONLY block off the deck or gazebo itself to the public in reservation for your event.
3. There are a lot of events that take place at the Geneva Lake Front. Depending on your date and time of the event, there may be restrictions on your start time. Most likely, **it would have to begin at 3pm or later on Saturdays specifically.**
4. We are not a wedding or events service. This meaning: you would have to be responsible for the rental of chairs, tables, microphones, speakers, day-of coordination, event set up and clean up. Chairs would need to be immediately taken down following your service. Most people arrange this with their chair rental company.
5. There is no alcohol permitted on the lake viewing deck, side walk area or Gazebo. The FLX Welcome Center paired with NY Kitchen, is open and you and your guests are welcome to go inside to purchase a drink from the counter to consume on **their property**. That being said, I highly recommend considering using NY Kitchen for your catering needs. If interested, you are welcome to contact Brandi Palermo from NY Kitchen who handles catering services. Her email is: brandi.palermo@nykitchen.com. She also would have great connections for chair/table and other rentals.
6. There is no open flame of any kind permitted in City Parks. This includes any cooking grills, firepits, BBQs, etc.
7. \$100 non-refundable payment required **per location**. Checks can be made payable to: City of Geneva.
8. **Applicant has read the NYS interim guidance for low-risk outdoor arts & entertainment and agrees to abide by all current NYS PAUSE guidelines and procedures for outdoor arts & entertainment during the COVID-19 public health emergency. Please see additional form from NYS Department of Health, each applicant is required to fill out and complete a safety plan which must be submitted minimum 1 week prior to event date.**
9. **Please return ALL completed sections by mail/email/in person to:**

Geneva Recreation Dept.
47 Castle St
Geneva, NY 14456
Email: ejt@geneva.ny.us

Applicant Signature

Date