



Adirondack Carousel

Event / Party Contract

2 William Morris Park, Saranac Lake, NY 12983 | (518) 891-9521 | operations@adirondackcarousel.org

Contract date:

Renter Information

Full name:

Mailing address:

City:

State:

Zip:

Phone:

Email:

Event Details

Requested event date:

2-hour time block:

Open-day blocks fall between 10:00 AM and 5:00 PM (for example 10:00-12:00, 12:00-2:00, 1:00-3:00, 3:00-5:00).

Type of event:

Describe your event:

Is there a guest of honor?

Yes (check the box)

Guest of honor name:

Guest of honor age:

Guests & Pricing

Base package covers up to 20 guests for 2 hours at \$175.00. Each additional guest over 20 is \$5.00. Maximum 30 guests total during open hours. An 8% sales tax applies. The suggested deposit is 50% of the total. No payment is collected online or on this form; staff will call you to arrange the deposit and balance.

Number of adults:

Number of children:

Total guests:

(auto)

Additional over 20:

(auto)

Base package:

(auto)

Additional guest cost:

(auto)

Subtotal:

(auto)

8% sales tax:

(auto)

TOTAL with tax:

(auto)

Suggested deposit (50%):

(auto)

Deposit you wish to make:

Additional information:

Party Prices & Information

- Our parties are for 2 hours or more.
- Up to 20 people, \$175. Each additional guest is \$5 per person. If it is a children's party, you may have one chaperone for every three children permitted at no extra charge.
- Each additional hour will be \$100 per hour.
- 30 day notification of cancellation is required for a full refund.
- All parties include unlimited carousel rides, use of our catering kitchen, tables and chairs and benches. You provide all food, beverages and decorations, then just sit back and watch the fun happen.
- Please do not use tacks or nails in the walls when hanging decorations; tape only.
- You may come in up to an hour early to prepare and decorate for your party at no additional charge.
- All electrical equipment will be controlled by the Adirondack Carousel. When special lighting or electrical equipment is needed, arrangements must be made in advance.
- There will be absolutely no smoking within the Carousel, or in the William Morris Park.
- You are responsible for clean-up of your party. This includes removing all decorations and leaving the area neat and tidy. If this is not done, a \$50 cleaning fee will be added.

Insurance & Permits

All events sponsored by any organization/business and/or that include the service of food by a licensed caterer must provide a certificate of insurance indicating coverage for the organization/business and/or caterer. The Village of Saranac Lake and the Adirondack Carousel will be added as additional insureds for the event/date. Any public events must have NYSDOH approval. All certificates must be received 7 days prior to the event.

Consumption of alcohol is prohibited unless an appropriate liquor license is obtained through the NYS Liquor Authority. An individual can obtain a Temporary Beer and Wine permit for a small fee. The person to whom the permit is issued must provide the Adirondack Carousel with a certificate of insurance from their homeowner policy. A licensed vendor can also obtain an off-premise license. The vendor is responsible for obtaining an off-premise license to serve alcohol for the event to be held at the Carousel. The vendor will provide a certificate of insurance indicating coverage for themselves. The Adirondack Carousel and the Village of Saranac Lake will be added as additional insureds for the event/date. All licenses and certificates of insurance must be received 7 days prior to the event.

Date Subject to Availability

The requested event date stated in this contract is a request only and is not confirmed until the Adirondack Carousel approves it. All event dates are subject to change based on the availability of the venue. If the requested date is unavailable, the Adirondack Carousel will work with you to schedule a mutually agreeable alternative date.

Payment

No payment is collected online or on this form. Adirondack Carousel staff will contact you by phone to arrange the deposit and balance.

By signing below, I confirm the information above is correct and I agree to the terms of this contract.

Signature:

Date: