Cape Vincent Village Green, Inc.
357 Broadway Street - PO Box 615
Cape Vincent, NY 13618

Use Policy & Permit Application

The Cape Vincent Village Green is a privately owned and operated, open-area community gathering space where residents and visitors can enjoy the beauty of the St. Lawrence River and the Village of Cape Vincent. The Village Green is open and available year-round, offering an event and recreation space for all four seasons. All organized events and activities conducted by any individual, organization, or business must be approved by the Village Green Board of Directors, subject to the following Use Policy and Application procedure.

Village Green General Rules:

- Carry It In – Carry It Out
    - Please leave the Village Green neater and cleaner than you found it
- No driving or parking on the Village Green is allowed without an approved Use Permit (see below).
- No grilling or other food preparation equipment or tents/shelters may be set up without a Use Permit.
- No digging; cutting or breaking foliage; movement or misuse of benches, displays, or the performance platform; or otherwise causing damage to the Village Green premises are permitted.
- Pets are welcome, but owners must clean up after them. Please keep pets out of flowerbeds.
- Activities should be conducted so as to preserve the peace and quiet of the area and quality of life of nearby residents and property owners.

Village Green **Use Permits for Organized Events and Activities:**

- A "Use Permit" application must be submitted to a Village Green Board of Directors officer at least 30 days prior to any organized events or activities; application must include a brief description of the proposed use, including equipment or vehicles that will be brought onto the Village Green and any special requests.
- A refundable deposit of $100 is due with your application, payable by check made out to Cape Vincent Village Green Inc. This is in addition to any rental fee due.
    - The deposit will be returned upon inspection of the Village Green, within 14 days after completion of the event
- Carry It In – Carry It Out
    - Please leave the Village Green neater and cleaner than you found it
- The Village Green may, upon request and with prior approval, provide electricity and water in limited supply (cords, cables, and hoses are not provided). Keys are available at the Cape Vincent Chamber of Commerce office, upon request, only for approved Uses .
    - The Village Green does not have the capacity for refrigeration units – a generator will be required for all high-capacity equipment.
- The Village Green does not provide tents, lighting, security, trash receptacles/removal, or restroom facilities.
- All trash and other refuse must be removed upon completion of the event.
- All equipment must be removed within 36 hours of the completion of the event, unless otherwise agreed upon with an officer of the Village Green Board of Directors.
- An insurance policy and/or rider indemnifying the Cape Vincent Village Green will be due no more than 14 days prior to the event. The Village Green reserves the right to reject, or request revisions and additions to, the insurance policy or rider prior to the commencement of the event.
- Use Permits will not be in force until the applicant has met with an officer of the Village Green Board of Directors to review and sign a final agreement.

Village Green Use Permit Application

Name of Person(s) or Entity Responsible for the Event: organizations and businesses please include names of primary organizer(s): _____

_____

Mailing Address: _____

_____

Email address(es) : _____

Contact Phone #(s) : _____

Event Start Date : _____ Time: _____

to End Date: _____ Time: _____

☐ **Private Event** - $250 rental fee due with contract signing.

☐ **Not-for-Profit Event or Activity** - Monetary contribution requested but not required, due at contract signing. Please provide name of lead organization: _____

Anticipated number of event attendees: _____

Do you need: ☐ Electricity ☐ Water (cords & hoses not provided)

☐ I have read and acknowledge the Cape Vincent Village Green Use Policy and Use Permit application requirements.

☐ I have attached a brief description of the event, including any equipment or vehicles that will be brought onto the Village Green in addition to any special requests.

☐ My refundable deposit of $100 is enclosed.

Signature: _____ Today's Date: _____

Please mail this form to: Cape Vincent Village Green, Inc. PO Box 615 Cape Vincent, NY 13618

Applicants please don't write below

Approved by: _____ Date: _____

Signature of CVVG officer : _____