

# LAKE PLACID

## Special Event Guidebook & Application

Welcome!

Lake Placid, located in the High Peaks Region of the Adirondacks, is a four-season resort community that is proud of its heritage as the only U.S. town to twice host the Olympic Winter Games. Our residents and visitors alike share a love of our breathtaking surroundings amidst sweeping mountain vistas and pristine lakes. Lake Placid values the economic and cultural contributions that result from hosting high quality special events. This Special Events Guidebook & Application has been developed to help you through the process of planning your event.

After you have read through this guidebook and submitted the application, the Events Committee, which is made up of representatives from the Regional Office of Sustainable Tourism/Lake Placid CVB, the Lake Placid School District, the North Elba Park District, the Olympic Regional Development Authority, and the Village of Lake Placid, will determine if your event is appropriate for Lake Placid. Those events which provide significant economic and/or promotional benefits to the community, as well as maintain the safety of the public and its participants, are of major interest to the Events Committee.

On behalf of the Lake Placid Events Committee, we thank you for contributing to the spirit and vitality of our community through the staging of your event. We hope that you find this guide helpful in completing your Special Events Application.

Best wishes for a successful event!  
The Events Committee

What to consider in your planning...

**Date of Event:**

Lake Placid hosts events year round. To tentatively select a date, please refer to [www.lakeplacid.com](http://www.lakeplacid.com), where the Events page has an extensive list of local area events. It is best to choose dates not in conflict with other events on the schedule.

**Venues:**

Lake Placid offers several different venues for your event, use one or use a combination!

**•Conference Center at Lake Placid**

2608 Main Street, Lake Placid, New York 12946

Contact the Conference Center at 866-2-PLACID (866-275-2243)

Also, you can check out their floor plans and more extensive information about the Conference Center at [www.lakeplacid.com/meetings](http://www.lakeplacid.com/meetings)

1. Over 90,000 sq. ft. of flexible meeting space with 12 breakout rooms
2. Two 20,000 sq. ft. 'traditional' convention center spaces
3. 9,000 square-foot ballroom
4. Full-service production kitchen with menus to suit a variety of group programs, tastes and budgets
5. State-of-the-art in-room A/V equipment
6. Full lighting systems, stages and storage space
7. Loading dock (plus 3 street-level entrances)
8. In-house security
9. Specialized personnel on site
10. Striving towards Gold LEED Certification (Leadership in Energy and Environmental Design)
11. Start to finish custom planning and personalized service

### •Lake Placid Central School District

Contact the district Superintendent to inquire about facility use at:  
(518)523-2475 ext. 3002

\*Please note that alcohol is not permitted on school property.

1. Athletic Fields adjacent to the Horse Show Grounds  
-500' x 500' grass field incorporating 3 baseball diamonds, concession, restrooms, shore power for TV production within close proximity
2. Sheffield Speed-skating Oval (Summer)  
-250' x 600' incorporating 400m x 13m concrete oval with support buildings, shore power for TV production

### •North Elba Park District

Contact the Park District Manager for more details about the use of these facilities at: (518)523-2591

1. North Elba Show Grounds (Horse Show Grounds)
2. Mirror Lake Beach
3. Toboggan Chute (Winter)
4. Craig Wood Golf Course  
-With restaurant and lounge.  
-Call Craig Wood Golf Club directly at (518)523-9811.
5. All village parks, including Bandshell Park on Main St.

### •Lake Placid Center for the Arts (LPCA)

Contact the LPCA Director at (518)523-2512 or visit their website at [www.lakeplacidarts.org](http://www.lakeplacidarts.org) for more information

1. Located on 2.4 acres
2. 355-seat Proscenium Arch Theater
3. Fine Arts Gallery
4. 5 workshop areas including dance, ceramics and painting studios
5. Artist Housing Complex

### •Olympic Regional Development Authority (ORDA)

Contact the ORDA Events Department at (518)523-1655

#### 1. Olympic Ski Jumping Complex

-15, 48, 90 and 120 meter Nordic Jumps, bleachers for 2000, winter aerial hill, 100' x 75' pool, ramps for skiing and snowboarding, 4 trampolines

#### 2. Olympic Sports Complex

-Combined Bobsled/Skeleton/Luge Track  
-Biathlon Center with 15-acre open stadium, 30-point target range, 22 ventilated wax rooms, shore power for TV production  
-Cross-Country Ski Center with 200m x 50m stadium,

support buildings, shore power for TV production, 50 kilometers of 6 meter wide graded trails

### 3. Olympic Center

-3 Ice Rinks with shore power for TV production

- USA Rink - 200' x 85'
- 1980 Rink - 200' x 100'
- 1932 Rink - 200' x 100'

### 4. Sheffield Speed-skating Oval (Winter)

### 5. Whiteface Mountain:

- Whiteface Mountain Ski Area
- Whiteface Veteran's Memorial Highway














Drive time from other areas:

- New York City: 5 hours
- Albany: 2 1/2 hours
- Boston: 5 hours
- Buffalo: 5 1/2 hours
- Rochester: 4 1/2 hours
- Syracuse: 3 1/2 hours
- Montreal: 2 hours
- Ottawa: 3 hours
- Toronto: 5 1/2 hours
- Syracuse: 3 1/2 hours
- Montreal: 2 hours
- Ottawa: 3 hours
- Toronto: 5 1/2 hours



-  Whiteface Mountain Ski Area (down Route 86, approximately 10 miles from the Village)
-  Lake Placid Center for the Arts
-  Conference Center
-  Mirror Lake Beach & Toboggan Chute
-  Olympic Center & Sheffield Speed-skating Oval
-  Lake Placid School District Athletic Fields
-  North Elba Show Grounds
-  Olympic Ski Jumping Complex
-  Olympic Sports Complex (down Route 73, approximately 7 miles from the Village)

*Special Event Application*

*A complete application must be submitted a minimum of 60 days prior to*

*your event. Incomplete applications will not be processed.*

*Submit complete applications to:*

**Events Committee**

**Sue Cameron, events manager**

**Regional Office of Sustainable Tourism**

**2608 Main Street**

**Lake Placid, New York 12946**

*Fax: (518)523-2605*

*Phone: (518)523-2445 ext 107*

*Email: [sue@roostadk.com](mailto:sue@roostadk.com)*

*Event Name:*

*Date(s) of event (projected):*

*Organization:*

*Contact Person:*

*Address:*

*Email:*

*Phone:*

*Name of Applicant:  
(if other than contact person)*

*Chosen event venue(s):*

*Have you hosted this event before?*

*If so, how many years?*

*How many participants have attended/do you expect to attend?*

*How many spectators have attended/do you expect to attend?*

Event

Description: \_\_\_\_\_

\_\_\_\_\_

Total event budget: \$

Marketing Budget: \$

Does the event have an admission fee? \_\_\_\_\_ \$

Does the event have a registration fee? \_\_\_\_\_ \$

Will the event have vendors?

Will food be sold?

Will alcohol be served?

Will you carry medical insurance?

Will the event require road closures?

Will the event require shore power needs?

(TV, temporary structure, etc.?)

Will the event require medical assistance?

Do you currently carry adequate insurance for all participants, vendors and officials? (see next section)

Insurance

All events, which take place at venues managed by the Lake Placid Central School District, the North Elba Park District, the Olympic Regional Development Authority, Lake Placid Center for the Arts and the Village of Lake Placid, must provide proof of liability insurance as follows:

- Commercial general liability insurance, a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate.
- Must sign the following indemnification and hold harmless clause:



AGREEMENT: The undersigned is over 21 years of age and represents that he/she has authority to act on behalf of

\_\_\_\_\_, and hereby covenants and agrees, on behalf of the Organization, to defend, indemnify and hold harmless the NYS Department of Environmental Conservation, the Lake Placid/Essex County Visitors Bureau/Regional Office of Sustainable Tourism/Lake Placid Chamber of Commerce, Inc., the Lake Placid Central School District, the Town of North Elba, the State of New York, and the Village of Lake Placid, Inc., their officers, Trustees, employees and agents 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 arising out of or in connection with the actual or proposed use of the Village's property, facilities and/or services by

Signed \_\_\_\_\_ Date \_\_\_\_\_

- Depending upon venue, the following must be named as an additional insured: the NYS Department of Environmental Conservation, the Lake Placid/Essex County Visitors Bureau/Regional Office of Sustainable Tourism, the Lake Placid Central School District, the Town of North Elba, the State of New York, and the Village of Lake Placid,
- The certificate of insurance must be distributed to all parties involved no less than ten (10) days prior to the commencement of the venue use.

Attach any supporting information:

- Web address
- Names of committee members
- Sponsors
- Volunteer commitment
- Route map
- Site Plan

Notes:

- Please ensure that your event has been reviewed by the Events Committee before you begin to promote the event named in the application.
- Approval of your Special Event Application by the Events Committee is not a guarantee of the date and location, or an automatic approval of your event. The event organizers named in this application must comply with possible additional requirements as deemed necessary by the Town of North Elba, the Village of Lake Placid, the Olympic Regional Development Authority, the Lake Placid Central School District or any of the other venues in Lake Placid.
- Once your application is reviewed by the committee you will be notified by telephone and/or in writing.
- If you have questions at any time during this process, please call the Events Committee Coordinator named above.

*Thank you for your interest in holding your event in Lake Placid. The Events Committee would like to make your event a successful one.*