

ARROWHEAD LODGE POLICIES

REFUNDS/CANCELLATIONS:

All refund/cancellation requests must be made in writing (e-mail, mail or fax).

Cancellations made at least ten (10) months before the event date will receive the full refund amount minus a \$50.00 non-refundable charge per reserved date.

Cancellations made less than ten (10) months before the event will not receive a refund.

Any payments made less than ten (10) months before the original event date are non-refundable.

MAXIMUM NUMBER OF GUESTS:

Up to 140 for indoor sit down affair. Up to 200 for indoor activity not requiring tables.

FOOD SERVICE AND ALCOHOLIC BEVERAGE RULES:

1. There are three (3) options for food and beverage service available at Arrowhead Lodge:

Option A is considered “Home Cooked”, where permit holder provides all food and self-served alcohol and beverages on their own without a licensed vendor, caterer or private organization.

Option B is considered “Catered”, where the permit holder has made an agreement with a licensed vendor, caterer or private organization and that vendor, caterer or private organization must provide all food and beverage services, including alcohol.

Option C is considered “Catered with Self-Service Alcohol/Beverages,” where the permit holder makes an agreement with a non-alcohol licensed vendor or caterer for food service and provides self-served alcohol/beverages.

2. ALL Permit Holders must complete and submit the [Onondaga County Parks Alcohol Acknowledgement Form](#) available online. [Click here](#) for the link.

3. If the permit holder hires a bartender for the event or plans to sell alcohol at their event then the permit holder or bartender must apply for a One-Day Beer and Wine Permit with the NYS Liquor Authority at www.sla.ny.gov/permits-available-online and a copy of the permit must be submitted to Parks at least thirty (30) days prior to your event date. State law limits the number of One-Day Beer and Wine Permits available per location annually; permits are issued on a first come, first served basis. Parks makes no guarantees as to the availability of One-Day Beer and Wine Permits for any reserved event, and the inability to obtain a permit is not grounds for a refund.

4. Catered functions must be approved by the Parks Department. **NOTE:** All caterers must provide a signed [Arrowhead Lodge Catering](#) Permit available online, [click here](#) for the link. and, upon request, their NYS Health Permit, Certificate of Insurance and, if applicable, NYS Liquor Authority Caterers Permit. All completed paperwork must be submitted no later than thirty (30) days prior to your event date. Failure to comply with this regulation may subject your event to cancellation without refund.

5. Caterers/Permit holders are responsible for cleanup of the facility, including the kitchen. All items brought in must be removed from the premises, including leftover food.

6. Food Trucks - Permit Required: In accordance with the 2020 Fire Code (Mobile Food Preparation Vehicles) all food trucks operating on Onondaga County Parks Property must obtain a permit from the Onondaga County Department of Emergency Management to ensure all Fire Codes are met. Call (315) 435-2525 or email emweb01@ongov.net at least two weeks prior to event. This permit includes an inspection by Emergency Management and providing them with a Certificate of Insurance and proof of Workers Compensation Insurance.

7. No person under the legal drinking age of 21 may possess or consume alcoholic beverages in Onondaga County Parks.

8. A violation of park ordinances or other laws, public intoxication, disorderly conduct, creating a public nuisance by any member of the organization, group or their guests, or their non-compliance with the permit are all grounds for the Park Superintendent or Park Rangers to revoke this permit and evict the group from the park without refund.
9. Alcoholic beverage consumption or open containers of alcoholic beverages are prohibited in all parking areas.
10. Glass containers are prohibited on exterior grounds and grass areas. Special provisions will be made to accommodate glass containers for inside functions at Onondaga County Park lodges.
11. Maximum amounts of alcohol permitted are based upon the Park Commissioner-approved criteria listed below. These alcohol limits are the maximum quantities and represent a reasonable approach to minimizing problems associated with alcohol consumption based upon a several hour stay for a park visitor. They are not to be considered a representation as to what may be a safe level for any one or more individuals (other factors may include physical characteristics of the individual and the time elapsed during consumption). Failure to comply with these criteria may result in postponement or cancellation of your event.
12. Permit holder is solely responsible for compliance with the New York State Alcoholic Beverage Control law, including any rules and regulations promulgated pursuant thereto and any permits or licenses required of permit holders thereunder.

BEER: One six pack (12 oz. cans) per person or one 1/4 keg (1000 oz.) per 15 people; or

WINE: One four pack hard seltzers/hard ciders or 1/2 quart (16 oz.) per person or 24 quarts per 50 people; or

LIQUOR: 5 oz. per person or 8 quarts per 50 people.

LODGE REGULATIONS:

1. Permit holder/caterer is responsible for leaving the lodge area free of liter and debris. Please follow recycling procedures where possible and utilize plastic bags provided by Onondaga County Parks for trash, which will be removed by Park staff. Please separate cardboard boxes and large chafing pans. Kitchen equipment and the overall facility must be cleaned to Onondaga County Parks standards and will be approved by the lodge manager or attendants before leaving. A checklist will be provided.
2. This permit is for the period shown on page 1 and is subject to all rules and regulations of Onondaga County Parks. The base price of this rental is for a 10 hour time frame that must include set-up, the event, and a minimum of one hour clean-up time.
3. Pets are not permitted inside Arrowhead Lodge, with the exception of service dogs.
4. No vehicles are to remain parked in any service areas which are designated for loading / unloading only.
5. Nails, staples, hooks or other objects may not be driven into walls or ceilings. 3M command strips work well. Tape of any sort may not be adhered to the finished wood floors of the Lodge.
6. All furniture / picnic tables are to remain in respective indoor and outdoor areas unless the lodge attendant approves repositioning; should this be the case, user is expected to return the furniture to its original placement at the conclusion of the event. Fifty outdoor plastic chairs can be provided upon request. User is responsible for set up and take down of these chairs.
7. No helium filled balloons are allowed inside the lodge. No sparklers, fireworks, paper lanterns or fire pits of any kind are allowed on Arrowhead Lodge premises or surroundings. Candles must be contained to prevent dripping.

8. No water games are allowed inside the lodge at any time.
9. Bar set-up service at Arrowhead Lodge is to be coordinated with the lodge manager during the event planning process.
10. Outdoor cooking shall be done on grills or appropriate fixtures at a significant distance from the lodge itself. Charcoal grills are on site.
11. Clams may not be cooked indoors unless being served as hors d'oeuvres, soups or chowders.
12. Tents – Permit Required: In accordance with the 2020 Fire Code (Tent and other membrane structures) if utilizing tents, canopy and or any temporary structures on Onondaga County Parks grounds, the permit holder must obtain a tent permit from Onondaga County Emergency Management to ensure all fire codes are met. Call (315) 435-2525 or email emweb01@ongov.net at least two weeks prior to event. All tents erected in Onondaga County Parks must be weighted, not staked, with water barrels, tent weights or cinder blocks unless approved by Parks and all underground utilities located through Dig Safe and KCI Utilities Services with the cost bore by the permit holder.
13. Drones and/or drone photography are not allowed without a permit from Onondaga County Parks Administrative Office. [Click here](#) for more information.
14. Public admission to the event or selling items to the public requires an advance permit from Onondaga County Parks, with the permit holder responsible for remitting 15% of gross receipts to Onondaga County Parks within five (5) days of completion of the function.
15. Compliance with all Health Department, (315) 435-6607, regulations is the responsibility of permit holder.
16. Onondaga County Parks reserves the right to cancel, postpone, or relocate any scheduled activity where in its sole opinion there exist factors that may jeopardize the public and/or facilities involved. In addition, Onondaga County Parks will not be held liable for any damages/loss of services created by acts of nature on the date of the scheduled facility use/event.
17. The person listed on this permit representing group/company is legally responsible for any and all actions of group members while they are in the Onondaga County Park facility. This person/permit holder will be held financially responsible for any cleaning expenses and/or damages to park property caused by a member of user group. This person is responsible for group's adherence to all lodge permit regulations including those pertaining to alcohol use. To that end, the person listed on this permit as the permit holder covenants and agrees to indemnify, defend and hold harmless, to the fullest extent permitted by law, the County of Onondaga, its officers, agents and employees and representatives in connection with this permit, from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature including but not limited to: (i) claims of property damage; (ii) claims of personal injury to permit holder and/or group members; (iii) claims of personal injury to third parties; and (iv) reasonable attorneys' fees, whether incurred as the result of a third party claim or to enforce this permit arising out of or resulting directly or indirectly from the use of County premises pursuant to this permit and/or the enforcement or violation of this permit, irrespective of whether there is a breach of a statutory obligation or rule of apportioned liability; and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of misfeasance, omission of duty, negligence or wrongful act on the part of the permit holder and/or group members.
18. Returned checks will be assessed a fee of \$30.00.

ENDORSEMENT:

In making my payment, I acknowledged that I have read, understand, and agree to comply with the above terms and conditions. I further verify that I am 21 years of age or older and assume all responsibility for actions of the above group including completing the online Alcohol Acknowledgment Form.

Updated 8/29/22

PERMIT HOLDER CHECKLIST – The following list is a guide to ensure you and/or your caterer completes/submits all required documents at least 30 days BEFORE your event.

- ___ Submit Arrowhead Lodge Floor Plan. [Click here](#) to download & print PDF
Required for all permit holders

- ___ Submit [Alcohol Acknowledgment Form](#) – Required for all permit holders

- ___ Submit [Arrowhead Lodge Catering Permit](#) – Food/Beverage Option B & C only

- ___ Apply for [One-Day Beer and Wine Permit](#) with the NYS Liquor Authority – Food/Beverage Options A & C only, if applicable. Note: A limited number of permits are available per location annually

- ___ Submit a copy of the One-Day Beer and Wine Permit to Oneida Shores, if applicable

- ___ Obtain Food Truck/Tent Permit from Emergency Management, if applicable.

Failure to submit all of the above required information, may result in the cancellation your event.