



Keuka Outlet Trail Pavilion User Rules & Guidelines

Friends of the Outlet (FOTO)

- Cascade Pavilion** Approximate GPS Coordinates: 42.664281,-76.984925
- Seneca (Bruce Hanson) Pavilion** Approximate GPS Coordinates: 42.660534,-77.005041

1. Occupancy Limits:

Cascade Pavilion: over 200 but not to exceed 500 total people (including guests and staff or vendors)

Seneca Pavilion: 50 total people (including guests and staff or vendors)

2. All events are **carry in/carry out**. Recycling, off-site composting and avoiding single-use plastic is strongly encouraged. For large events, the FOTO dumpster could be made available upon request for an additional fee.

3. Rental and Service Fees:

Unreserved Usage: Both pavilions are open daily for small, unscheduled gatherings for individual and family use. These can be birthday parties, anniversaries, reunions, etc. The pavilions are available on a first-come, first-served basis when no prior reservations have been secured or posted at the Pavilion. No fee is charged, but a donation to the Friends of the Outlet Trail is appreciated.

Reservation Fees for Scheduled Coordinated Events at either pavilion:

Size of Reserved Event	Nonmember Cost	Cost for Current Friends of the Outlet Members (in good standing)
Under 50 people	\$50	\$25
Under 200 people	\$250	\$200
More than 200 people	\$500	\$400

All Reserved events or gatherings must be secured a minimum of 7 days in advance, and larger events over 200 people require a minimum 30-day reservation. Full payment is required when submitting the reservation.

Once a reservation is secured, the event's coordinator will receive an emailed Reservation Certificate from FOTO **which must be posted and secured by the event coordinator at the scheduled pavilion 24 to 48 hours before the event** in the designated reservation information posting frame.

4. **Alcohol Restrictions:** Alcohol is not allowed on the Keuka Outlet Trail but can be served and consumed in either pavilion with proper proof of liability insurance that lists the Friends of the Outlet as additional insured. Proper proof of insurance must be provided to Friends of the Outlet prior to the event.
5. **Proof of insurance** is also required for all reserved, non-alcoholic events.
6. **Parking** must remain in designated areas as specified by the FOTO representative.
7. **Keuka Outlet Trail must remain open** to the public during all events.
8. **No open fires** unless in designated areas (cooking pits/grills).
9. **No fireworks or Flying Paper ("Chinese") Lanterns**
10. It is the responsibility of event coordinator to provide adequate port-a-potties for larger events, as deemed by FOTO representative.
11. **Reservations** must establish an "event coordinator" with complete contact information and must be prepared to pay the full rental fee in advance of the event to hold the specific date and time. The event coordinator will receive a Reservation Certificate which must be posted at the respective Pavilion 24-48 hours prior to the event by the event coordinator.
12. For further information or make an online reservation please go to:
www.keukaoutlettrail.org/reservetrailspavilions