

CROWN POINT STATE HISTORIC SITE RESERVATION PROCEDURE

Beginning April 1st, reservations will be taken for events between May 1st through October 15th.

Please fill out attached application and email to lisa.polay@parks.ny.gov. Once reservation has been confirmed (generally within 48 hours of request), please send either a deposit of 50% or entire amount to complete reservation process.

PAYMENT:

- 50% due upon reservation request. Balance due prior or day of event.
- **Payment of cash or checks only.** Checks are to be made payable and mailed to:

New York State Office of Parks, Recreation and Historic Preservation

Crown Point State Historic Site

21 Grandview Drive

Crown Point, NY 12928

Attn: Lisa Polay

ADDITIONAL PERMITS ARE REQUIRED IF EITHER IS APPLICABLE TO YOUR FUNCTION:

- **For parties over 20 people;** requires a permit from the Department of Environmental Conservation. This will require a minimum of 30 days and we will assist in processing for you.
- **To bring and consume alcohol on state grounds,** an alcohol permit will need to be submitted and approved with the Parks department.

CANCELLATION/REFUND POLICY:

- 30 days ahead of the reservation: full refund
- Within 29-15 days of reservation: no refund, but deposit/payment can be applied to a rescheduled date within same calendar year
- Within 14 days of event reservation, no refund