

Permits that may be required for your event at Robert Treman or Buttermilk Falls SPs

NOTE: These must be addressed no later than 3 weeks PRIOR to your event.

<i>If you're planning:</i>	<i>You will need:</i>					
		Park Permit	Regional Permit	State Permit	Insurance	Fire / Tent Permit
To pay the \$9.00 Vehicle fee for your guests:	Coupon Agreement	✗				
To have alcohol at your event:	Alcohol Permit	✗				
To have a caterer/bartender serve alcohol:	NY Liquor Authority Permit			✗		
To have live or recorded music:	Amplified Music Permit	✗				
Are you unable to remove your Trash after the event?	Trash Permit Fee	✗				
On having a tent/canopy outside the shelter:	Tent Permit					
Tent or canopy under 700 square feet		✗				
Tent or canopy over 700 square feet						✗
To have vendors delivering goods to the shelter:	Prior Park Approval	✗				
<i>Examples: Wedding Planners, Caterers, Photographers, etc.</i>						
On having a Food Truck cater your event:	Special Use Permit		✗		✗	
To use our large barbeque grill at the shelter:	Chicken Cooker Fee	✗				
On having 20 or more people swim as a group:	Swim Permit	✗				
Any Party Equipment Rentals:	Prior Park Approval	✗				
<i>Examples: Bounce House, Obstacle Course, Slide, Petting Zoo, etc.</i>						
Please call Robert Treman State Park with any questions - 607-273-3440						



New York State
Parks, Recreation and
Historic Preservation



OTHER APPLICATIONS AND PERMITS THAT MAY BE REQUIRED

Shelters rent from 10am to 9pm. Shelters are not available before 10 am for decorating or set up.
If you have a multiple day rental the shelter can be opened earlier on the 2nd and subsequent days.

*****Shelter is locked at 9 pm even with multiple day rentals*****

Event Name, Location, Dates/Times: _____

_____ **Additional Location Permit** – If you are planning on being married in the park at a location other than the shelter rented, we need to know all of the logistics of the event. The ceremony location must be approved by the park manger before any planning occurs. An additional fee will be required. Location: _____

***** Shelter rental does not include vehicle fees for you, your guests, or officiates *****

_____ **Vehicle Use Fee** – Everyone entering the park is required to pay the vehicle use fee, even if they have rented a shelter. Vehicles that seat 15 people or less pay \$9. Vehicles that seat 16 people or more pay the \$35 bus fee.

_____ **Coupon Agreement** – You may choose to pay for your guests by submitting a Coupon Agreement to us ***no later than 3 weeks prior to your event***. The coupon design must be approved by the Park Office ***in advance***, and a copy sent with the agreement. Coupons are turned in at the gates. Coupons are tallied at the end of the night and multiplied by \$9. The total is charged to the credit card on file with the Coupon Agreement form.

_____ **Alcohol Beverage Permit** – There is no fee for this permit. The permit must be filled out at the Park Office ***on the day of the event***. The permit requires such information as who is taking responsibility for the alcohol, how much and what kinds are being brought into the park.

_____ **Amplified Music Permit** – There is no fee or form for this permit. You must submit a proposal in writing to the Park Office for your amplified music usage. Required information includes time frame of usage, location of usage and what kind. (Example: a large stereo, live band, DJ, etc.) Proposal must be submitted ***no later than 3 weeks prior to your event***. **NOTE: South & Upper Treman Shelters - Non-Amplified, acoustic music ONLY.**

_____ **Garbage Permit** – The park is a carry-in carry - out facility. Garbage removal is available for a **\$50 fee**. Please contact the park ***no later than 3 weeks prior to your event*** to arrange for garbage removal. If you do not arrange for removal you are responsible for taking all garbage out of the park with you after your event.

_____ **Tent Permit** – Tents (w/walls) ***larger than 400 sq. ft.***, or canopies (no walls) larger than 700 sq. ft. will need a permit. This is a regional permit that requires strict fire code enforcement. It must be submitted ***no later than 3 weeks prior to your event*** to be processed with our regional headquarters. The fee for this permit is generally \$25 per tent or canopy.
(Personal backyard-type pop-up canopies ***smaller than 400 sq. ft.*** do not require a permit.)

_____ **Vendors** – Please submit a list of vendors with dates and times of pick-ups and drop off prior to your event. (Example: Wedding planners, Caterers, Table/Chair Rentals, DJs, Live Musicians.) If you are planning on using a **Food Truck**, special rules and regulations apply. Contact Robert H. Treman Park Office for details.

_____ **Chicken Cooker**— Each park has a large barbeque grill available for an additional **\$25 fee, *make arrangements no later than 3 weeks prior to your event*** .

_____ **Swim Permits** – Fee required – Groups of 20 people or more, wishing to swim together as a group, at the same time, are required to secure a Swim Permit. (Example: Day Camps, Field Trips, Birthday Parties, etc.)

_____ **Special Activities** – Fee may be required. Activities or events such as Bounce Houses, Petting Zoos, Live Animal Displays, etc. require Park approval ***no later than 3 weeks prior to your event***.

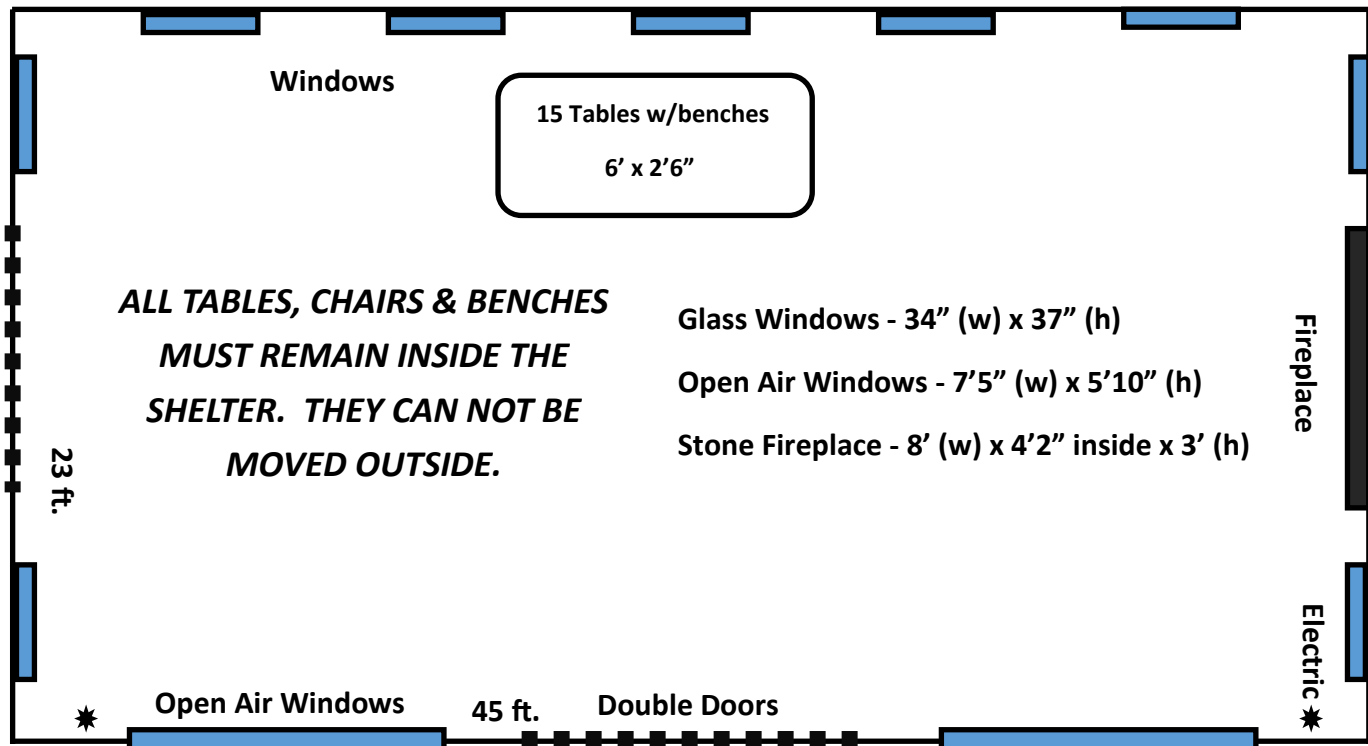
Shelter Seating & Fire Code Capacities

Robert H. Treman: North - 197 people, South - 88 people, Upper Shelter - 34 people
Buttermilk Falls: Upper Shelter - 73 people

Buttermilk Falls Upper Shelter



Buttermilk Falls State Park - Upper Shelter - 73 People



Stone Chicken Cooker

NOTE: Tents on the lawn,
this side of the shelter only.
20' x 30' MAX

PARKING LOT

Directions to Upper Buttermilk Falls State Park - 300 West King Road, Ithaca, NY 14850

From Downtown Ithaca:

Follow NY-13 S/NY-34/NY-96 S out of town toward Elmira.

Turn left onto Sand Bank Road, follow to "T".

Turn left onto West King Road.

Turn right into Upper Park Entrance.

*Upper Shelter is at back of parking lot next to gate.

