



**Parks, Recreation  
and Historic Preservation**

January 2020

Dear Patron:

Thank you for your interest in renting a picnic shelter at Saratoga Spa State Park.

The enclosed packet outlines information on reserving a shelter and the following **check list** should be noted:

- Applications for picnic shelters will be accepted for the lottery from November 22, 2019 to December 16, 2019. After this deadline applications will be honored on a first-come first-serve basis. Please call 518-584-2000 ext.113 for availability of a specific date and a specific pavilion.
- Before December 16, 2019 return your completed application with a self-addressed stamped envelope and a check or money order for the full amount of the reservation fee. Make checks payable to **NYS Parks - Saratoga.**
- **Vehicle Use Fees** will be charged on a per vehicle basis at toll booths on the day of your event. If you would like to make arrangements to pay your guests' vehicle use fees in advance, please call the park office at 518-584-2000 ext 113 at least two prior to rental date.
- **Separate Special Use Permits are required for the following:** DJ/amplified music, inflatables/bounce houses, tents requiring stakes for assembly, food service/vendors, any other contracted services. Contact park office at 518-584-2000 ext.113 at least 20 business days for information regarding these required permits.
- **Alcohol Permits** must be obtained in advance in person at the park office. State-issued ID and signature will be required.
- All fees and dates are **subject to change** in conjunction with any special events.
- As of January 2020, to check availability of a specific date and a specific pavilion, refer to <https://newyorkstateparks.reserveamerica.com//>

Sincerely,

Allan Polacsek

Pavilion Rental and Permit Office  
Saratoga Spa State Park

*This is a **Carry-in/Carry out park**, no on-site refuse containers will be provided.*

VIRTUAL TOURS OF PARK ATTRACTIONS CAN BE VIEWED AT [www.nysparks.com](http://www.nysparks.com)

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**New York State Office of Parks, Recreation and Historic Preservation**  
Saratoga Spa State Park

19 Roosevelt Drive, Saratoga Springs, New York 12866 • (518) 584-2000 • [www.nysparks.com](http://www.nysparks.com)



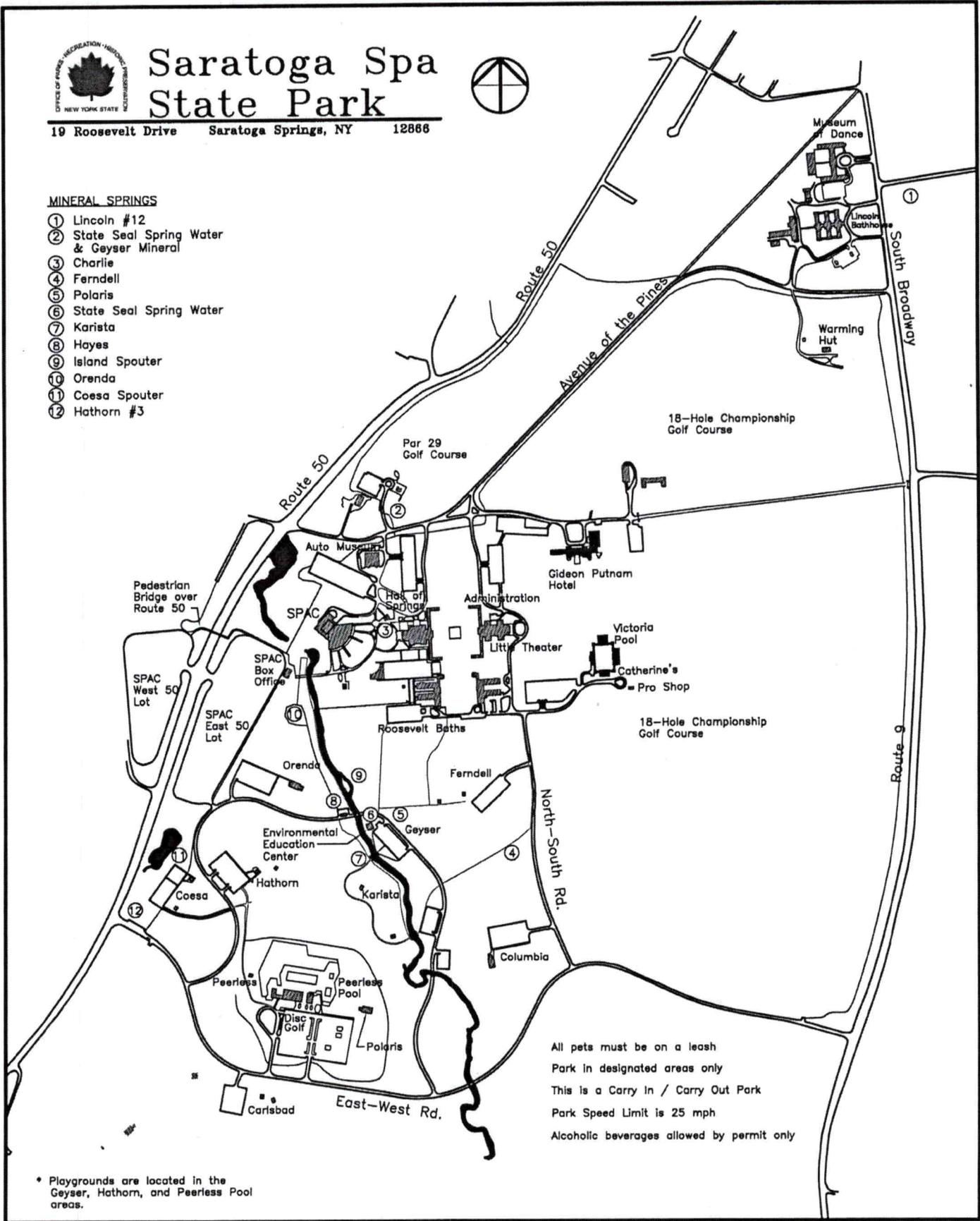
# Saratoga Spa State Park



19 Roosevelt Drive Saratoga Springs, NY 12866

### MINERAL SPRINGS

- ① Lincoln #12
- ② State Seal Spring Water & Geyser Mineral
- ③ Charlie
- ④ Ferndell
- ⑤ Polaris
- ⑥ State Seal Spring Water
- ⑦ Karista
- ⑧ Hayes
- ⑨ Island Spouter
- ⑩ Orenda
- ⑪ Coesa Spouter
- ⑫ Hathorn #3



All pets must be on a leash  
 Park in designated areas only  
 This is a Carry In / Carry Out Park  
 Park Speed Limit is 25 mph  
 Alcoholic beverages allowed by permit only

\* Playgrounds are located in the Geyser, Hathorn, and Peerless Pool areas.

## PICNIC SHELTER FACT SHEET

The Park does not provide any athletic equipment; please bring your own. (Each shelter, except Poolside) has a volleyball net)

Shelter	Daily Rental Fee	Capacity	Electricity (# of 20 amp circuits)	Lighting Available	Athletic Fields	Grill Size	Horseshoe Pit	Fire Pit	Full Accessibility
Columbia	\$300	250	3	X	Softball Field w/ Backstop	(2) 3 ft x 2.5 ft (1) 1.5 ft x 2.5 ft	X	X	X
Orenda	\$300	250	3	X	Open Field	(2) 3 ft x 2.5 ft (1) 1.5 ft x 2.5 ft	X	X	X
Polaris-2	\$200	75	4	X	Open Field	3 ft x 2.5 ft		X	X
Ferndell	\$150	75	2	X		3 ft x 2.5 ft			
Hathorn	\$150	75	2	X		3 ft x 2.5 ft			
Carlsbad	\$150	75	1	X	Open Field	3 ft x 2.5 ft	Stakes (no pit)		X
Coesa	\$150	75	2	X	Open Field	3 ft x 2.5 ft			
Karista -1	\$125	75	0		Open Field	3 ft x 2.5 ft			
Peerless -2,3	\$125	75	0		Open Field	3 ft x 2.5 ft			
Poolside -2,4	\$125	50	0						X

*Picnic Shelter Rental Season: May through Columbus Day  
Picnic Shelter Hours of Use: 9am to SUNSET  
There is a Vehicle Use Fee for entry into picnic area.*

*This is a "Carry In / Carry Out" Park. There are no trash receptacles. It is your responsibility to remove your litter and dispose of it properly.*

*Shelter areas must be thoroughly cleaned and vacated by Park's closing hours. Closing hours are strictly enforced. If any accidents or injuries occur, please notify Park officials immediately, by calling 518-584-2000*

- 1 - Parking for the Karista Shelter is available in the Geyser Picnic Area parking lot
- 2 - Parking for the Polaris, Peerless and Poolside Shelters is available in the Peerless Pool parking lot.
- 3 - Restrooms for the Peerless Shelter are located on the outside of Peerless Complex (left end)
- 4 - Poolside Shelter is only open when the Peerless Pool is in operation

For Official Use Only  
Mailing Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_

SARATOGA SPA STATE PARK  
19 ROOSEVELT DRIVE, SARATOGA SPRINGS, NY 12866  
Info: (518) 584-2000

**PICNIC SHELTER APPLICATION**

**\*Picnic Shelter Preference**

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
3rd Choice: \_\_\_\_\_

**Date Preference**

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
3rd Choice: \_\_\_\_\_

(\*Please refer to the picnic shelter facts sheet which is attached)

The rental fee, a self addressed stamped envelope, plus a completed copy of this application must be returned to the Saratoga Spa State Park office by the date listed below to qualify for the lottery drawing. Rental requests after the lottery period has expired will be awarded on a first come, first served basis. (Please call 518-584-2000 for availability of a specific date and a specific pavilion.) Make check or money order payable to "NYS Parks - Saratoga".

**This application must be returned by \_\_\_\_\_ to qualify for lottery drawing.**

**Vehicle Use Fees** will be charged on a per vehicle basis at toll booths on the day of your event. If you would like to make arrangements to pay your guests' vehicle use fees in advance, call the park office.

**Separate Special Use Permits** are required for the following: DJ/amplified music, inflatables/bounce houses, tents requiring stakes for assembly, food service/vendors, any other contracted services. Contact park office at least 20 business days before your event for information regarding applying for these required permits.

**Alcohol Permits** must be obtained in advance in person at the park office. State Issued ID and signature will be required.

Please **completely** fill in the information requested below and sign/date the application.

Name of Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

E-mail Address: \_\_\_\_\_

Number of People in Group: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Telephone (evening): \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

**Park closes at Sunset; closing hours are strictly enforced. Shelter area must be cleaned and vacated by closing time.**

I have read, understand and agree to all the information contained in this application packet, including the "rules and conditions of use" document which is attached.

**Please note:** the pavilion and enclosed tables, standing grills, volley ball courts and horseshoe pits are reserved for the exclusive use of the renting party. However, restrooms and parking areas are available to the general public.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Manager/Agency Rep. Signature

\_\_\_\_\_  
Date

**Andrew Cuomo**  
Governor

**Eric Kulleseid**  
Commissioner

NYS Office of Parks, Recreation and Historic Preservation  
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**SARATOGA SPA STATE PARK  
PICNIC SHELTER  
RULES AND CONDITIONS OF USE**

The rental season for reserved picnic shelters is generally May through Columbus Day, weather permitting.

**Hours of Shelter Use:  
9AM - Sunset**

Park closing hours are strictly enforced. Shelter areas must be thoroughly cleaned and vacated by sunset.

**THIS IS A "CARRY IN/CARRY OUT" PARK.** Before departing, it is your responsibility to make sure that the area is thoroughly cleaned and that all trash has been removed. Waste receptacles are not available within the facility. Any rented dumpsters must be removed within 24 hours and there may be a charge for any clean-up or garbage removal from the rental area.

Electricity is available in all picnic shelters except the Karista and Peerless picnic shelters. Please refer to the "Picnic Shelter Fact Sheet" for the description of each shelter and what is available.

The Park is not responsible for moving any tables in or out of the shelter areas. If additional tables are needed, it is the permittees responsibility to provide them.

The Park will clean and restock the restroom facilities prior to each group's arrival. Any additional supplies (i.e. firewood, grills, etc.) are the responsibility of the Permittee.

Saratoga Spa State Park is not responsible for any items left unattended in the shelter areas. Overnight parking or storage of personal items is not permitted.

**VARIOUS EVENTS/CONCERTS OCCUR AT THE PERFORMING ARTS CENTER WHICH MAY CREATE CROWDS AND A LARGE AMOUNT OF TRAFFIC. SARATOGA SPA STATE PARK IS NOT RESPONSIBLE FOR ANY IMPACT THE INCREASED VEHICLE AND PEDESTRIAN TRAFFIC MIGHT HAVE ON THE PERMITTEE'S OUTING.**

Alcoholic Beverage Permits will be issued on the day of your picnic, pending compliance of all New York State and Park Rules and Regulations governing the consumption of alcoholic beverages.

Special Use Permits will be required for activities involving amplified music, caterers, tents 20 x 20 or larger or other contracted services. Contact the Park Office at least **15 business days** prior to your event to obtain any necessary permits or for information on required permits.

Group names and shelter assignments will be posted daily by park staff at each tollbooth into the park and at each shelter entrance. **NO SIGNAGE CAN BE AFFIXED TO ANY TREE STRUCTURE, OR BUILDINGS.**

It is your responsibility to advise members of your group of the conditions of this permit and all fees relating to Spa Park activities including parking, swimming and golf.

**PARKING IS PROHIBITED ON ALL GRASS AREAS UNLESS OTHERWISE NOTED.**

Permittee shall promptly report any and all unusual incidents directly to the Park Manager at 518-584-2000 or by Park Police at 584-2004. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.

**ALL PARK FEES, INCLUDING SHELTER FEES, ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**REFUND/CANCELLATION POLICY**

- For cancellations made more than 30 days prior to the reserved date, a full (100%) revenue credit shall be issued.
- For cancellations made prior to ten (10) days before the reserved date, a 50% revenue credit shall be issued.
- No revenue credits shall be issued for cancellations made less than ten (10) days prior to the date of reservation. However, under special circumstances such requests may be processed as refunds.
- Weather is not an acceptable reason for a refund request.
- Applicable Processing Fees (\$9.00) will be deducted from the amount of the revenue credit

**ALL NEW YORK STATE PARK RULES AND REGULATIONS GOVERN THIS PERMIT.**

**I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS:** \_\_\_\_\_ (initial)

Andrew Cuomo  
Governor



**Parks, Recreation  
and Historic Pres**

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