



## **2017 Harriman State Park Bus Permit Packet**

### **Conditions and Requirements**

Any group planning to travel to our parks with buses must obtain bus permits well in advance of their outing. Groups are required to comply with the rules and regulations of the New York State Office of Parks, Recreation and Historic Preservation and the Palisades Interstate Park Commission.

1. What is a bus? A vehicle having a seating capacity of more than 15 adults in addition to the driver (NYS Vehicle & Traffic Law)
2. All applications are processed on a first come, first serve basis. Each bus permit entitles the group to one day of recreation at the site stated on the permit and permission to travel on the Palisades Interstate Parkway.
3. Applications can only be accepted by email ([lakewelchsp@parks.ny.gov](mailto:lakewelchsp@parks.ny.gov)) or by fax (845-947-3103) and there are two options for payment. You can pay with a credit card over the phone or by check/money order. Checks/ money orders must be received within at least seven (7) days after your application has been accepted. When submitting your application be sure to include the following:
  - a) Completed application
  - b) Separate applications for separate outings
  - c) Copy of IRS 501(c)(3) letter (if required)
4. For credit card payment over the phone we will call applicants once we receive all necessary paperwork.
5. Bus permits are valid only for the number of buses, date (s) and Parks (s) specified on the permit. Bus groups that arrive at the park without permits will be charged the on-site fee, if space is available, regardless of the group's not-for-profit status. If space is not available, the group will not be permitted to enter. If space is available at one of the nearby parks, the group will be sent there.

Please note:

- A phone call is not a confirmation.
  - Group's receipt of the Bus Permit(s) is the official confirmation.
  - In order to mail bus permits out in time, we must receive applications within fourteen (14) days prior to outing.
6. In the event of inclement weather, such as rain, the group may call on or before the original date to reschedule. A request to reschedule will be granted only if space is still available on the new date you are considering. ***There are no refunds due to the weather.***
  7. Refunds will be issued only if advance notice of cancellation is received, in writing, seven (7) business days before the outing date. Bus groups that do not arrive at the park on the date reserved are not entitled to a refund.
  8. A validated bus permit must be displayed on the right front window of each bus. The permit must be made available to officials and employees upon entry of the park.
  9. All buses are allowed in Lake Welch from 8:00am- 6:00pm Monday- Friday (excluding holidays) and from 7:00am-7:00pm Saturday and Sunday. All buses are allowed in Anthony Wayne Recreation Area from dawn until dusk seven (7) days a week.
  10. The discharge or pick up of passengers along roads, park entrances, or in any area other than that designated by a park employee is strictly prohibited.
  11. Lake Tiorati in Harriman State Park no longer accepts buses.
  12. Groups must be supervised by competent adult supervision with at least one (1) supervisor to every ten (10) children. *Supervisors must be 18 years of age and the person in charge must be at least 21 years of age.* Park personnel have the right to request proof of age for any supervisor. In addition to providing adult supervision, *camps must provide one (1) - certified lifeguard for every 25 children.* Children must be under close supervision, observation and control at all times. Appropriate male and female supervisors must supervise minors using the bath house and comfort stations.
  13. All facilities within the park are available on a first come, first served basis.
  14. The bringing of alcohol beverages into the park or areas under the jurisdiction of the Palisades Interstate Park Commission is strictly prohibited. Coolers may be subject to checks for alcohol.
  15. No items are to be sold, nor is catering allowed.
  16. No tents are allowed. Attaching rope, banners, hammocks, nets or other artificial objects to trees or rocks are prohibited.

17. Areas used by a group must be left in the condition equal to that existing upon arrival. Groups will be held responsible for all clean up.
18. Buses arriving at Lake Welch from Memorial Day weekend until Labor Day will stop at the booth and show permit to cashier. A park Ranger will meet you and escort you to the unloading area and/or parking space. Summer Camps may be asked to check in at the office for other required paperwork at that time.
19. Any groups wishing to hold a baptism at Lake Welch should fill out an application during check in, on the day of the outing. Baptisms will only be held between 10 AM and 12 PM. No baptisms will be performed on Holidays. Please note that baptisms are not guaranteed and may be denied due to weather, staffing issues, beach emergencies, etc. It is up to the Park Manager and head lifeguard to determine if a baptism can be held.

**Bus Fees**

- **Charitable Organization** (copy of IRS 501(c)(3) letter required).....\$60.00 per
  - Examples: Churches, Schools, Government Offices, etc.,  
Note: A NYS sales tax exemption certificate does not qualify your group for this rate.
- **Non-Charitable Organization**.....\$100.00 per
  - Examples: Tours, Family outings, Businesses, etc.,
- **ON-SITE FEE**.....\$100.00 per
  - Regardless of the group’s non-profit status
  - This is for any groups arriving to the park, on the day of the outing, without having purchased a bus permit ahead of time.

Please direct all correspondence about bus permits to:

**Lake Welch Beach**  
**Email: [lakewelchsp@parks.ny.gov](mailto:lakewelchsp@parks.ny.gov)**  
**Telephone: (845) 947-2444**  
**Fax: (845) 947-3103**



**PALISADES INTERSTATE PARK COMMISSION  
BUS PERMIT APPLICATION**

**\*\*PLEASE TYPE OR PRINT and FILL OUT COMPLETELY (incomplete applications may be cause for rejection)\*\*  
A SEPARATE APPLICATION IS REQUIRED FOR EACH LOCATION AND EACH DATE. THIS MAY BE DUPLICATED**

=====LOCATION OF OUTING=====

\_\_\_\_\_ **Lake Welch**      \_\_\_\_\_ **Anthony Wayne (no swimming)**

Date of Outing \_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ **Summer Camp** → # of Adults (minimum age of 18) \_\_\_\_\_ # of Children \_\_\_\_\_

\_\_\_\_\_ **Interested in Baptism (No guarantees)**

Arriving @ \_\_\_\_\_ AM/PM

Leaving @ \_\_\_\_\_ AM/PM

Person-in-Charge \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Organization Phone # (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

=====AMOUNT TO PAY=====

**For Charitable Organizations:** (501(c)(3) letter from IRS required. A NYS sales tax exemptions certificate does not qualify you for this rate):

# of Buses\* \_\_\_\_\_ X \$60.00 = \$ \_\_\_\_\_

**For Non-Charitable Organizations:**

# of Buses\* \_\_\_\_\_ X \$100.00 = \$ \_\_\_\_\_

\* Bus: A vehicle having a seating capacity of more than 15 adults in addition to the driver (NYS Vehicle & Traffic Law).

I certify that I have read, understand, and will comply with the enclosed information, conditions, and requirements.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Buses must travel in the right hand lane of the Palisades Interstate Parkway. The permit must be displayed on the right side of the windshield. The bus ticket must remain attached to the permit until the bus leaves all state lands. Park rules and regulations prohibit the bringing of alcoholic beverages into state parks.

Email or Fax completed application and required information: [lakewelchsp@parks.ny.gov](mailto:lakewelchsp@parks.ny.gov)  
Fax: (845) 947-3103



**For Office Use:**

Date Rec' \_\_\_\_\_ Amount Rec' \_\_\_\_\_ Payment Type \_\_\_\_\_ Initials \_\_\_\_\_