

LETCHWORTH STATE PARK
 One Letchworth State Park
 Castile, N.Y. 14427
 585-493-3600

<u>OFFICE USE ONLY</u>
Reservation Date: _____ Date Cancelled: _____
Notes: _____

OFFICE USE ONLY: Last Inlt: _____ Date: _____ Shelter: _____

SHELTER RESERVATION APPLICATION
 PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

NAME OF ORGANIZATION / PARTY: _____

CONTACT PERSON / RESPONSIBLE PARTY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (DAY) _____ - _____ - _____ (EVENING / WEEKEND) _____ - _____ - _____

REQUESTED DATE: 1ST Choice _____ 2nd Choice _____

REQUESTED SHELTER: 1ST Choice _____ 2nd Choice _____

FULL OR HALF SHELTER: _____ FULL OR HALF DAY _____

* Do not remove tables from shelter* HALF DAY - AM = 9a – 3p or PM = 4p – 10p
 FULL DAY = 9a – 10p

NUMBER OF PERSONS: _____ * Be accurate – the shelter capacity varies. *

SHELTER	LOCATION	TYPE	# OF TABLES	# OF PERSONS	Weekday	Weekday	WEEKEND
					HALF DAY	FULL DAY	RATES or FULL SHELTER FULL DAY
# North Highbanks	Near North Pool	Enclosed	23	184	\$50.00	\$50.00	\$100.00
# South Highbanks	Near North Pool	Enclosed	23	184	\$50.00	\$50.00	\$100.00
# Open Highbanks	Near North Pool	Open	18	144	\$40.00	\$40.00	\$80.00
# Eddy's	Tea Table Area	Open	12	96	\$30.00	\$30.00	\$60.00
Lower Falls	Lower Falls	Open	15	120	\$40.00	\$40.00	\$80.00
# Octagon	Near "B" Cabins	Open	12	96	\$30.00	\$30.00	\$60.00
# Middle Falls	Mid. Falls Area	Open	16	128	\$40.00	\$40.00	\$80.00
# Trailside Lodge	South Park	Enclosed	13	104	\$45.00	\$45.00	\$90.00
# Parade Grounds	E. Side of Park	Open	16	128	\$40.00	\$40.00	\$80.00
# + St. Helena	St. Helena Area	Open	10	80	\$25.00	\$25.00	\$50.00

Shelters with a Fireplace # + St. Helena does not have electric outlets or lights TABLE SIZE 7' x 3'.

- Shelter reservation season is April 1 to October 31.
- The fee is for reserving the shelter and applicable permits only.
- Vehicle use fees are payable upon arrival. (cars \$10.00, bus fees, see #5 reverse side)
- Permit is valid only for the original date booked
NO RAIN DATES
- Tables outside the shelter are available to all park visitors.
- Refunds/cancellations: See OPRHP policy #16 on reverse side
- **PAYMENT IN FULL, INCLUDING ALL ADDITIONAL PERMITS, AS APPLICABLE MUST ACCOMPANY APPLICATION.**
- **To receive a reservation confirmation, you must send a legal sized, self-addressed stamped envelope.**
- **MAKE CHECKS PAYABLE TO: NYS Parks**

I hereby apply for a shelter permit for the group I represent. ***I have read all the terms and conditions contained on web application pages and agree to comply with them. I agree to remove all trash and litter in accordance with the parks CARRY-IN, CARRY-OUT program.*** I understand this permit may be revoked if any terms or conditions are violated. QUESTIONS CALL: 585-493-3600

DATE: _____ SIGNATURE: _____

THIS PERMIT DOES NOT BECOME EFFECTIVE UNTIL APPROVED BY THE PARK, AND IS NOT VALID UNLESS SIGNED

> THIS SECTION TO BE COMPLETED BY PARK PERSONNEL <

This application is hereby approved as follows:

Reservation Date: _____ From: _____ am / pm To: _____ pm

Shelter: _____ Whole/Half _____ Max. Persons _____

Permits Issued: (Circle all that apply) **Alcoholic Beverage** **Music** **Tent** **Caterer**

Amount Paid: \$ _____ Receipt # _____ Payment by: _____

Date: _____ Signed: _____

Park Representative

See Next Page

SHELTER RESERVATION INFORMATION

(All fees subject to change)

1. You may reserve a half or a whole shelter. Tables not reserved are open to the public on a first-come, first-served basis. Tables accommodate 8 people. Half shelter reservations are for FULL DAY ONLY.
2. Reservation periods: **Weekend Reservations are: Full Shelter, Full Day only.** HALF DAY – 9 am to 3 pm or 4 pm to 10 pm; FULL DAY – 9 am to 10 pm. The park is open from 6 am – 11 pm daily.
3. Reservation requests **hand delivered or postmarked between January 1 and 10** will be pooled in a lottery. **Request prior to January 1st will be returned.** The lottery will be held January 16. **MULTIPLE REQUESTS FOR THE SAME DATE WILL BE CONSIDERED “STUFFING” AND ALL WILL BE REJECTED.** Applications received after the lottery will be processed on a first-come, first-served basis.
4. NO PHONE RESERVATIONS ACCEPTED.
5. Vehicle use fee must be paid at gates. Make sure caterers and delivery vehicles are notified of fee.
 - \$10.00 per car, Buses: \$35.00 for non-profit organizations w/ NYS tax exempt certificate on a school bus;
 - \$75.00 for all others
 - Vehicles are not permitted to drive or park on the grass, service roads, and pathways or along roadways.
6. The open shelter at Tea Table area is available and non-reservable on a first-come, first served basis only.
7. Alcoholic beverages are permitted by permit only. Permit fee for alcohol is \$25.00 (see section **399.7 Alcoholic Beverages** on back of permit application).
8. Amplified sound equipment is allowed by permit only. Permit fee for music is \$25.00.
9. Rented party tents allowed with Park Managers prior approval only, see permit for rules and regulations. Permit fee for tents is \$25.
10. Catering can be arranged through the Glen Iris Inn, Inc. (585-493-2622). An outside caterer may serve or deliver food but cannot sell or advertise. Permit fee for an outside caterer is \$25.00. Caterer's vehicles are subject to any and all vehicle use fees.
11. Barbecue pits may be set up on a gravel area adjacent to the shelter. Bring a fireproof container to dispose of ashes and coals.
 - **Fire must not be left unattended. DO NOT DUMP ASHES/COALS ON THE GROUND.**
12. Firewood is **not** provided. Bring wood or purchase at the park concessions stands.
 - Note: It is illegal to transport untreated firewood more than 50 miles from its source.
13. Groups should plan to clean up and leave by the end of their reservation period. Shelter lights go off automatically at 10:30 pm.
 - Note: St. Helena Shelter has no electric outlets or lights.
14. **POSTING OF SIGNS IS PROHIBITED.** Be sure your party has adequate directions. Our gate attendants have a listing of all reserved shelters and can give directions.
15. Swimming: North Pool is open Daily from the End of June – Labor Day. (Subject to change). Only U.S. Coast Guard approved flotation devices are allowed. The South Pool is closed indefinitely. **** ABSOLUTELY NO SWIMMING in the GENESEE RIVER. ****
16. Cancellations:
Cancellations received more than 30 days prior to the reserved date, a full refund will be issued less the processing fee. Cancellations received more than 10 days but less than 30 days prior to the reserved date, a 50% refund will be issued. If you change your reservation to a later date then cancel, a 50% refund will be processed. **NO REFUNDS FOR ANY CANCELLATIONS LESS THAN 10 DAYS PRIOR RESERVED DATE.** A \$9.00 processing fee applies to ALL cancellation refunds. Refunds are processed through the State Comptroller's Office and require 60 – 90 days. All cancellations **MUST** be in writing and ALL original paperwork needs to be returned in order for any refund.

CONDITIONS OF PERMIT

- A. **“CARRY – IN, CARRY – OUT“.** Letchworth State Park is a **“CARRY – IN, CARRY – OUT”** Park. This means that everything you bring into the park (CARRY - IN) you are required to take out with you (CARRY – OUT). This includes all trash and garbage. We have absolutely no garbage receptacles in the park. In order to increase people's awareness of the growing problem of solid waste disposal and to help reduce our operating cost, shelter and parking areas must be cleaned prior to your group's departure or, when requested, by a park representative. Advise your entire group members, Bus Company or carrier in advance. **BRING GARBAGE BAGS.**
- B. This permit is granted subject to all rules and regulations of the Office of Parks, Recreation and Historic Preservation (OPRHP), Genesee Region and all special conditions enumerated in the permit. The Rules and Regulations are posted in all park restrooms for your reference. Permit shall be shown to any Agency Official upon request.
- C. OPRHP is not responsible for providing any utility or service in excess of that which is already available and can be provided without detriment to the Agency's operation.
- D. It is understood that no alterations are to be made at the picnic site (e.g. moving picnic tables, cutting trees, erection of signs, banners, tents, flags, recreational equipment etc.). The Permittee shall be responsible for any damages to Park property or facilities resulting from the Permittee's activities. **Permittee shall promptly report any and all unusual incidents directly to the Park Manager or Park Police. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.**
- E. Responsible party/contact person must be present for the entire duration of permit.
- F. The use of generators are prohibited.
- G. **Pets are not allowed** in shelters or park buildings.
- H. All accidents, injuries or problems must be reported to the Park Police immediately. CALL 585-658-4692
- I. The Permittee agrees to indemnify, defend and save harmless the State of New York Office of Parks, Recreation and Historic Preservation and all of its officers, agents and employees from all suits arising from the operation of this permit or as a result of the consequences of any act, omission, neglect or misconduct on the part of any associated with the Permittee on this project.
- J. **It is understood that this permit is not transferable and may be revoked at any time at the discretion of an authorized representative of OPRHP.**