

**OFFICE USE ONLY**

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

Reservation Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_

Notes: \_\_\_\_\_

**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: 1<sup>ST</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

REQUESTED SHELTER: 1<sup>ST</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> 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 HALF DAY	Weekday FULL DAY	WEEKEND RATES or FULL SHELTER FULL DAY
					FULL SHELTER	HALF SHELTER	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	C	L	O	S	E	D

# 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\*

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 > 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

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OFFICE USE ONLY: Last Init: \_\_\_\_\_ Date: \_\_\_\_\_ Shelter: \_\_\_\_\_

### SHELTER RESERVATION INFORMATION

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 2 and 10** will be pooled in a lottery. **Request prior to January 1<sup>st</sup> 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.**

LETCWORTH STATE PARK  
 One Letchworth State Park  
 Castile, NY 14427  
 585-493-3600

**PERMIT APPLICATION**  
 PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

The following permits have been issued to:

PERMITTEE NAME: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_(\_\_\_\_\_)\_\_\_\_\_

Shelter Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

**CHECK ALL THAT APPLY**

- ALCOHOLIC BEVERAGE PERMIT**  
 \$25.00 Fee.
  1. See reverse side for terms and conditions.
  
- MUSICAL PERFORMANCE PERMIT**  
 \$25.00 Permit Fee.
  1. Musical groups shall perform between 9 am – 10 pm ONLY
  2. Performance shall be conducted so as **not to disturb other park patrons.**
  3. Vehicles associated with the performance will be parked in the parking area, except when unloading and loading equipment and then will be operated so no damage is done to lawn, sidewalk or building. **Vehicles are subject to any and all vehicle use fees.**
  4. Electricity use for performance – no alteration of the electrical system shall be made and no electricity beyond that already provided at the location will be available.
  5. Outdoor performances shall be conducted only where special ground fault interrupter equipment is available or provided by the group.
  6. No musical performance permit shall be issued for unreserved shelters or partially reserved shelters.
  7. **Musical performances are for private parties only and should not be advertised or open to the public.**
  
- TENT PERMIT**  
 \$25.00 fee
  1. **Location must be approved no later than two weeks in advance of the reservation.**
    - This is important due to underground utilities near shelters. Contact the park office at 585-493-3600 to set an appointment for site approval. It is permittees responsibility to verify that tent complies with all Fire Code Regulations. Application will be sent with reservation
  2. Tent must be erected and taken down the same day.
  3. All holes made by tent stakes must be filled in.
  4. Tents are for picnicking ONLY, camping type tents not permitted.
  5. **Tent company vehicles are subject to any and all vehicle use fees.**
  
- CATERER PERMIT**  
 \$25.00 fee
  1. Necessary for catering other than the Glen Iris Inn (585-493-2622)
  2. Carry-In Carry-Out regulations for waste disposal applies.
  3. If caterer serves alcoholic beverages, a permit will be required.
  4. Caterer may not sell food/beverages or advertise to picnic attendees or general public.
  5. Parks will not provide facilities or equipment.
  6. **Caterer's vehicles are subject to any and all vehicle use fees.**

I certify that I'm at least 18 years old (21 years for alcoholic beverage permit). I have read all terms and conditions listed above 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 the above permits may be revoked if any of the terms or conditions is violated.**
- **By signing this permit, permittee acknowledges they have read all the information regarding shelter permits.**

**AGREED TO:**

Signature of Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
 > THIS SECTION TO BE COMPLETED BY PARK PERSONNEL <

- |  |  |
|--|--|
| <input type="checkbox"/> <b>ALCOHOLIC BEVERAGE PERMIT \$25.00</b>  | <input type="checkbox"/> <b>TENT PERMIT \$25.00</b>    |
| <input type="checkbox"/> <b>MUSICAL PERFORMANCE PERMIT \$25.00</b> | <input type="checkbox"/> <b>CATERER PERMIT \$25.00</b> |

Amount Paid for permits \$ \_\_\_\_\_ Payment by: \_\_\_\_\_ Receipt # \_\_\_\_\_

Date: \_\_\_\_\_ Park Representative: \_\_\_\_\_

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**New York State Office of Parks, Recreation and Historic Preservation  
Genesee State Park Region**

**Terms and Conditions for Alcoholic Beverage Permit**

1. No alcoholic beverage will be served to or consumed by minors (those under 21).
2. In the event of any damage to State property or any excessive cleanup expense, the Permittee will assume all cost of restitution. It will be their complete responsibility to see that persons outside their group do not cause damage to the assigned area. If damage to property is noticed upon arrival, notify the Visitors Center immediately.
3. The alcohol may not be sold to any other park patron at a price per drink, even to their own group.
4. Park Police may revoke the permit; evict the group from the park and issue summons for violation of park ordinances or other laws, public intoxication, disorderly conduct or the creating of a public nuisance by any member of the group or their guests.
5. This permit is valid only on the date and place noted on the front of this permit.
6. This permit and the responsible person whose name appears on this permit must be in attendance during the entire period stated.
7. The permit does not constitute a reservation or grant exclusive use of any area of the park.
8. Alcoholic beverages may not exceed those specified in Subchapter A – Part 385, below.

**Subchapter A – Part 385. Alcoholic beverages.**

- a. Prohibition.
  1. It is prohibited for any person to consume, possess with intent to consume, transport in an open container or sell any alcoholic beverage on property under the jurisdiction of the office.
- b. Exceptions – The prohibition in subdivision (a) shall not apply to an alcoholic beverage:
  1. Sold by or purchased from a concessionaire or a lessee under the terms and conditions of a concession license, lease or permit issued by the office, provided that the alcoholic beverage is consumed in the area delineated in the agreement.
  2. Consumed or possessed by an individual or member of a group pursuant to terms and conditions of a standard permit issued by the office after receipt of an application; or
  3. Consumed or possessed within an area of a state park, historic site or other property that the commissioner has designated as exempt from the requirement for a standard permit under paragraph 2 of this subdivision. The designations may be limited to specific temporary periods of time. The exception in this paragraph does not extend to an alcoholic beverage in a container that holds more than a gallon. The commissioner shall approve a statewide list of the designated areas and update it at least annually. The list shall be published on the office's public website. Notice of the designated areas shall be posted in the appropriate regional, park and historic site offices and entrances.
  4. Upon recommendation of the director of law enforcement or a regional director and when necessary to protect public health, safety and welfare during any special event or incident on property under the office's jurisdiction, the commissioner may temporarily suspend any of the exceptions listed in this subdivision and shall provide public notice of the suspension by appropriate signage.
- c. Minimum Age
  1. It is prohibited for any person under the age of twenty-one (21) to possess, possess with intent to consume, consume, or transport in an open container any alcoholic beverage on property under the jurisdiction of the office. No person shall provide, sell to, give, or otherwise transfer an alcoholic beverage to a person under the age of twenty-one (21).
- d. Enforcement
  1. On property under the office's jurisdiction a police officer, or peace officer acting pursuant to his or her special duties, as defined in section 1.20 of the criminal procedure law, or park ranger delegated authority by the commissioner may confiscate and alcoholic beverage from any person if the alcoholic beverage is not authorized under this part to be possessed, possessed with intent to consume, consumed, transported in an open container or sold. Any alcoholic beverage confiscated shall be deemed a nuisance and shall be disposed of in accordance with the established procedures of the law enforcement agency that confiscated it.
  2. Failure to comply with the Park may result in revocation of any standard permit issued under paragraph 2 of subdivision b of this section.
  3. Failure to comply with the Park is also a violation under Section 27.11 of the parks, recreation and historic preservation law and Sections 10.00(3) and 80.05(4) of the penal law, and a petty offense under Section 1.20(39) of the criminal procedure law. The uniform ticket issued to a violator is adjudicated in the local court that has jurisdiction over the geographic area where the state park, historic site or other OPRHP property is located. Upon conviction the local court may impose a sentence of up to 15 days in jail or a fine of up to \$250.00 and payment of any additional local surcharge required by Section 27.12 of the parks, recreation and historic preservation law.
- e. Severability
  1. If a court of competent jurisdiction determines that any provision of the Part or its application to any person or circumstance is contrary to law that determination shall not affect or impair the validity of the other provisions of the Park or the application to other persons and circumstances.

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