



Parks, Recreation and Historic Preservation

Saratoga – Capital District Region

Moreau Lake State Park

**Shelter and Tent Rental
Information – Application**

**MOREAU LAKE STATE PARK
605 Old Saratoga Road
Gansevoort, New York 12831
518-793-0511
Fax: 518-798-5385**

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PICNIC SHELTER/TENT RESERVATION APPLICATION

MAILING DATE: _____

PERMIT#: _____

DATE REQUESTED: _____

AMOUNT PAID: _____

ALTERNATE DATE: _____

AREA _____

RENTAL FEE \$150.00 Shelter - 100 to 120 people **Fernwood Pavilion** (near playground with electric)
(CIRCLE ONE) \$150.00 Shelter - up to 100 people **Palmertown Pavilion** (near Nature Center with electric)
\$100.00 Tent 20' x 30' - 50 people (near Volley Ball Court)

An entrance fee of \$6.00 per vehicle will be charged on weekends from May 5 - May 26, 2017; \$8.00 per vehicle will be charged from May 27 - September 4, 2017; and \$6.00 per vehicle on weekends from September 9 - October 10, 2017.

APPLICATIONS ARE NOT ACCEPTED WITHOUT PAYMENT

SEND A SELF-ADDRESSED STAMPED ENVELOPE

(NOTE: FEES AND DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE!!)

PLEASE COMPLETE ALL QUESTIONS LISTED BELOW. APPLICATION AND PERMIT MUST BE FINALIZED BEFORE RESERVATION OF DATE.

NAME OF GROUP: _____

GROUP CONTACT PERSON: _____

ADDRESS: _____

PHONE (HOME): _____ (WORK): _____

NUMBER IN GROUP (Estimate): _____

EST. TIME OF ARRIVAL: _____ EST. TIME OF DEPARTURE: _____

***I have read and understand the parking options including; Deferred Payment and Pre-pay options and understand the parking conditions on some weekends and holidays.**

(Signature of Applicant)

(Date)

(Park/Office Manager)

(Date)

APPLICATIONS FROM CONCESSIONS AND CATERERS NOT ACCEPTED

DEFERRED PAYMENT POLICY

Thank you for considering Moreau Lake State Park as the choice for your group outing. We would like to inform you of the entrance fee deferred payment system. This system was developed to accommodate those groups which want to pay for the vehicle entrance fees as a lump sum. **This program does not guarantee access to the facility in the event that parking capacity is reached. Early arrival is encouraged to ensure access. If you should leave for any reason and parking is capacity has been reached you will not be guarantee entrance when returning.**

Members of the group are to turn in a pass to our toll booth attendant in lieu of the applicable entrance fee. **A representative of the organization must be at the entrance booth at 3 P.M. to make payment for the total amount incurred by the group. Vehicles entering the park after 3 P.M. will be charged the day use fee at the booth.**

Passes are made by the group wishing to use this program. Passes must include the name of the group, recognition of use of the park, and the date. **A sample copy of the pass and the signed statement below must be received in this office at time of application and payment. If this office does not receive the sample pass and the signed statement at the time of application and payment, passes will not be accepted at the toll booth.**

If you have any question or comments, please feel free to contact the Park Office at (518) 793-0511. Thank you for your cooperation and understanding.

As a representative of _____, wishing to
(Name of Group)

Participate in the deferred payment system; I agree to make payment for each pass

Collected by MLSP staff. Payment will be made by 3 P.M. on _____.
(Date of Outing)

(Signature of Group Representative)

(Date)

(Park/Office Manager)

(Date)

Shelter/Tent Rental Fact Sheet

Please complete the appropriate forms and return them with the reservation fee. All available dates and facilities are on a first come basis. **There is no holding of a date or facility pending payment of fees.** Once we have received your completed reservation form and fee, the date and facility that you have requested will be reserved for you. We will then send a receipt and a completed of the reservation form as confirmation of your reservation **(PLEASE ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE).** **Return all reservation forms and fees to the above address.**

Enclose a check or money order made payable to NYS Parks

***(RESERVATION FEES CANNOT BE REFUNDED AFTER THREE WEEKS PRIOR TO THE DATE OF YOUR EVENT).**

SHELTER RESERVATION FEES ARE IN ADDITION TO THE PARK'S NORMAL VEHICLE USE FEE. ALL VEHICLES ENTERING THE PARK MUST PAY THE VEHICLE USE FEE UNLESS PARTICIPATING IN THE DEFERRED PAYMENT OR THE PRE-PAYMENT OPTIONS (SEE ENCLOSED INFORMATION). SINCE THE PARK DOES FILL UP QUICKLY, EARLY ARRIVAL IS ENCOURAGED TO ENSURE ACCESS.

SHELTER/TENT INFORMATION

YOUR SHELTER RESERVATION ENTITLES YOUR GROUP TO USE THE SURROUNDING GRILLS, TABLES AND ELECTRICAL HOOK-UP.

The rental season for the reserved shelter is generally May 1 through Columbus Day, from 8:00 a.m. to sunset weather permitting. **Beach opens for swimming May 27, 2017 – Labor Day September 4, 2017 10:00 am – 6:00 pm daily.**

Please note that any picnic tables, grills and parking spaces in surrounding areas may be used by other park patrons. All restrooms are also available for general public use.

*****Early arrival is encouraged to ensure access to park*****

This is a "Carry In/Carry Out" park: all trash receptacles have been removed. It is your responsibility to make sure that the area is cleaned before leaving. **Excess cleaning cost will be applied if needed.**

Alcohol is permitted by permit only. The permit is obtained at the park office on the day of your event. Patrons must be 21 years of age to consume alcohol in New York State.

Special Use Permits may be required for activities involving live music, Outside caterers, etc. Contact the park at least 15 days in advance to obtain any necessary permits.

If you have any questions or would like more information, call (518) 793-0511.

*****ANY DISORDERLY CONDUCT, VIOLATION OF RULES AND REGULATIONS OR REFUSAL TO FOLLOW PARK OFFICIAL'S DIRECTIVES MAY RESULT IN YOUR GROUP BEING ASKED TO LEAVE THE PARK, AND/OR TICKET/ARREST*****

"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."

Shelter/Tent Cancellation Policy

For cancellations made prior to ten (10) days before the reserved date, a 50% revenue credit shall be issued. A processing fee will be deducted for your refund.

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.

Applicable Processing fees are to be deducted from the amount of the revenue credit. When applying for a refund you need to put reason in writing to the Park Office.

On busy beach days & holidays Moreau Lake State Park has a limited amount of parking spaces in the beach parking area. With the limited amount of parking available if you should walk out to the parking lot and see that it is full you may not want to go out because when you come back your spot and all other spots maybe gone. On your return you may have to wait for an available spot to open up. Parking is on a first come first serve bases. Please encourage your guest to arrive early.

MOREAU STAFF HOPE YOU ENJOY YOUR EVENT, IF YOU HAVE ANY QUESTIONS, COMMENTS OR NEED MORE INFORMATION.

PLEASE CALL THE MOREAU LAKE STATE PARK OFFICE

518-793-0511.