



# Parks, Recreation and Historic Preservation

Saratoga – Capital District Region  
Moreau Lake State Park • 605 Old Saratoga Road • Gansevoort, NY 12831 • Phone (518) 793-0511 • Fax (518) 798-5385

## **PAVILION & TENT RENTAL FACTS and APPLICATION**

### **APPLICATIONS FROM CONCESSIONERS & CATERERS NOT ACCEPTED**

Please complete the Pavilion/Tent Rental application and deferred payment application (if applicable) and return them with the reservation fee. All available dates and facilities are on a first come – first served basis. Please call the Park office for available dates. 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 copy of the reservation application as confirmation of your reservation. **(PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE)**. Return all reservation forms and fees to the above address. **RESERVATIONS START ON JANUARY 1<sup>ST</sup>, 2018.**

**Your Pavilion reservation entitles your group to use of the Pavilion grill, tables, and electrical hook-up.**

\*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 the park.*

**Pavilion 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 option (see enclosed information). Since the park does fill up quickly, early arrival is encouraged to ensure access.

This is a "Carry In / Carry Out" park: all trash receptacle 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 allowed 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 an outside caterer or other service provider. Contact the park at least 15 days in advance to obtain any necessary permits. **NOTE: DJs and live music are strictly prohibited.**

**ALL fireworks, sparklers, and sparkling devices are strictly prohibited** from use in all New York State Parks.

\*\*\*Any disorderly conduct, violation of rules and regulations, or refusal to comply with park officials' directives may result in your group being asked to leave the park, and/or police intervention (including but not limited to ticket/arrest).

The rental season for the reserved Pavilion is generally May 1 through Columbus Day from 8:00 a.m. to sunset, weather permitting. **The beach opens for swimming Memorial Day May 28, 2018 – Labor Day September 3, 2018.**



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<b>OFFICE USE ONLY:</b>	
Date:	_____
Area:	_____
Permit #:	_____

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## **PAVILION & TENT RENTAL APPLICATION**

Please fill out ALL of the information requested below. The application, deferred payment form (if applicable), and permit must be finalized AND payment must be received before the reservation is considered complete. Please review all information and rules in this packet before submitting your application and payment. NOTE: Fees and dates are subject to change without notice!!

Org./Group Name: \_\_\_\_\_ Mailing Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Org./Group Contact: \_\_\_\_\_ Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ h / c / w  
circle one

Zip: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ h / c / w  
circle one

### **RESERVATION INFORMATION**

Date Requested: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rental Fee Paid: \$ \_\_\_\_\_

Alternate Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Pavilion / Tent Requested (*check one*):  
 **Fernwood Pavilion \$150.00**  
 Near playground / with electric / 100-120 people  
 **Palmertown Pavilion \$150.00**  
 Near Nature Center / with electric / up to 100 people  
 **20' x 30' Tent \$100.00**  
 Near Volley Ball Court / 50 people

Paid Via:  cash  
 check #  
 credit MC/Visa/Amex/Disc  
circle one

Alternate Area: \_\_\_\_\_ # Attendees (*Estimate*): \_\_\_\_\_

Estimated Arrival Time: \_\_\_\_\_ a.m./p.m. Estimated Departure Time: \_\_\_\_\_ a.m./p.m.

Enclose a check or money order made payable to NYS Parks.\*

**\*Reservation fees cannot be refunded after three (3) weeks prior to the date of your event.**

**An entrance fee of \$6.00 per vehicle will be charged on weekends from May 4 – May 27, 2018; \$8.00 per vehicle will be charged from May 28-September 3, 2018; and \$6.00 per vehicle on weekends from September 8 – October 9, 2018.**

Org./Group Contact Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**(Park Representative)**



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***"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."***

## **(OPTIONAL) DEFERRED PAYMENT POLICY & APPLICATION**

Thank you for considering Moreau Lake State Park (MLSP) as the choice for your organization/group outing. We would like to inform you of the entrance fee deferred payment system. This system was developed to accommodate those organizations/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 or any member of your organization/group should leave for any reason and maximum parking capacity has been reached you will not be guaranteed entrance when returning.

If your organization/group elects to use the deferred payment system, members of your organization/group are to turn in a pass upon arrival to our toll booth attendant in lieu of the applicable entrance fee. **A representative of your organization/group MUST be at the toll booth NO LATER THAN 3 P.M. to make payment for the total amount incurred by the group (# of passes x vehicle use fee). Vehicles entering the park after 3 p.m. will be charged the day use fee at the toll booth.**

Passes are made by the organization/group wishing to use this program. Passes must include the name of the organization/group, recognition of the use of the park, and the event date. **A sample copy of the pass AND the signed statement (below) must be received in this office AT THE TIME OF APPLICATION and PAYMENT. If this office DOES NOT RECEIVE the sample pass and the signed statement (below) at the time of application and payment, passes WILL NOT be accepted at the toll booth.**

If you have any questions 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  
**Organization / Group Name**

participate in the deferred payment system, I agree to make payment for each pass collected by MLSP staff. Payment will be made NO LATER THAN 3 p.m. on \_\_\_\_\_  
**Event Date**

Org./Group Contact Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**(Park Representative)**



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## **PAVILION & TENT RENTAL CANCELLATION POLICY**

For cancellations made **prior to ten (10) days before the date of reservation**, 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 your reason **in writing** to the Park Office.

**Parking is on a first come first served basis.** There is no holding of parking spaces for pavilion/tent rental holders or their guests.

On busy weekends and holidays Moreau Lake State Park has limited parking due to a high volume of patrons. If you or your guests leave your parking space during peak hours, you will lose your parking spot and may have to park farther away than anticipated upon re-entry or wait for an available parking spot to open up. With this in mind, please encourage your guests to arrive early.

MLSP's staff hope you enjoy your event. If you have any questions, comments, or need more information, please call the Park Office at (518) 793-0511.