



OFFICIAL USE ONLY:

Receipt #: _____

Date Issued: _____

Issued By: _____

Finger Lakes State Parks, Recreation and Historic Preservation
PICNIC SHELTER RESERVATION INFORMATION AND APPLICATION

The State Parks listed on page 2 have picnic shelters available for group picnics for use during normal park hours from May to mid-October. The shelter may be reserved and rented upon application made with the Park Manager at the park.

RESERVATION PROCEDURE -- Applications will be accepted by email, over the phone or hand delivered up to eleven (11) months in advance of your reservation date. Reservations will be accepted on a first come, first serve basis. In the event of multiple reservation requests for the same day, a lottery will be held. Please contact the park for details. Reservations over the phone by credit card (Visa, MasterCard, American Express or Discover) must be finalized by submitting a completed application. If the applicants first choice date is not available, the second choice shown on the application will be considered. Permittee must have application in their possession the day of rental. This form can be mailed or emailed to the park (SEE CHART ON PAGE 2).

FEES -- The shelter rental fee is shown on the reverse side of this form. For very large groups and/or special requests (ex: extra tables, tents, etc.) the Park Manager may establish a fee schedule which includes the shelter use. THE SHELTER FEE IS IN ADDITION TO THE REGULAR VEHICULAR USE FEE COLLECTED AT THE PARK ENTRANCE. Requests for full refunds will only be considered more than 30 days prior to the reservation date. Requests for refunds less than 30 days but more than 10 days prior to reservation date will receive a 50% refund. Any cancellations made less than ten days prior to reservation date will not receive a refund. All refund requests must be in writing and include an original receipt. A service fee of \$9.00 will be deducted from the refund.

TERMS AND CONDITIONS

- 1. An alcoholic beverage permit will be required if alcoholic beverages are to be served or available.
2. ALL GARBAGE GENERATED MUST BE REMOVED FROM THE PARK IN COMPLIANCE WITH THE CARRY-IN, CARRY-OUT POLICY OF THE FINGER LAKES STATE PARK REGION.
3. The Permittee is responsible for cleaning the premises and leaving it in the same general condition as it was at the time of occupancy, and shall be responsible for reimbursing Parks for any unusual cleaning expense incurred or for any damage caused by the Permittee or any person in the premises at the invitation of the Permittee.
4. Amplification of music or other sounds requires advance written approval. Tents also require advance approval and may require insurance
5. The Permittee shall abide by all Park rules and regulations as well as applicable State and Federal laws.
6. The Permittee assumes all risks related to this permit and shall be solely responsible and answerable in damages for all accidents or injuries to person or property, and hereby covenants and agrees to indemnify and keep harmless the People of the State of New York; Office of Parks, Recreation and Historic Preservation; their officers and employees; from any and all claims, suits, losses, damage or injury to person or property of whatsoever kind or nature, whether direct or indirect, arising out of the operation of this Permit, or the carelessness, negligence or improper conduct of the Permittee or any servant, agent or employee thereof.
7. The Office of Parks, Recreation and Historic Preservation shall not be responsible for property damage or personal injury to the Permittee, or any person upon the premises at the invitation of the Permittee.
8. The Permittee hereby waives any and all claims for compensation for any and all loss or damage sustained by reason or any interference by any public agency or official in the operation of this Permit; any such interference shall not relieve the Permittee from any obligation hereunder.

NAME OF GROUP: _____ CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE & ZIP: _____ PHONE NUMBER: _____

EMAIL: _____ STATE PARK: _____ NUMBER IN GROUP: _____

SHELTER/LOCATION: _____

(1st Choice)

(2nd Choice)

DATE REQUESTED: _____

(1st Choice)

(2nd Choice)

Arrival Time: _____ Departure Time: _____ WILL ALCOHOLIC BEVERAGES BE SERVED? [] YES [] NO

\$ _____

Shelter Rental Fee
SEE CHART ON PAGE 2

The reserving group must stop at the park office the day of the event to complete necessary beverage permits and/or be advised of any other pertinent information.

Name of Applicant

Date

NOTE: THE SHELTER RENTAL FEE IS IN ADDITION TO THE REGULAR VEHICULAR USER FEE COLLECTED AT THE PARK ENTRANCE.

Park	Office	Description	Flat Rate Fee
BUTTERMILK FALLS STATE PARK c/o Robert H. Treman State Park 105 Enfield Falls Road Ithaca, NY 14850 RobertTremanSP@parks.ny.gov	607/273-3440	Upper - Enclosed	\$100.00
CAYUGA LAKE STATE PARK 2678 Lower Lake Road Seneca Falls, NY 13148 CayugaLakeSP@parks.ny.gov	315/568-5163	Lodge/Upper Bathhouse	\$125.00
		Open	\$75.00
		Enclosed	\$75.00
		Tompkins Shelter	\$50.00
FAIR HAVEN BEACH STATE PARK PO Box 16 Fair Haven, NY 13064 FairHavenBeachSP@parks.ny.gov	315/947-5205	Bay - Enclosed	\$100.00
		Sabin Hall - Enclosed	\$150.00
		Lakeview - no electric	\$20.00
		Party Tent 20x20	\$60.00
		Party Tent 20x30	\$75.00
FILLMORE GLEN STATE PARK 1686 State Route 38 Moravia, NY 13118 FillmoreGlenSP@parks.ny.gov	315/497-0130	Upper - Open	\$75.00
		Fillmore Room - Enclosed	\$75.00
		Old Bathhouse - Enclosed	\$40.00
		20'x30' Tent Canopy	\$60.00
KEUKA LAKE STATE PARK 3560 Pepper Road Bluff Point, NY 14478 KeukaLakeSP@parks.ny.gov	315/536-3666	Upper - Enclosed	\$75.00
		Lower - Enclosed	\$75.00
LODI POINT c/o Sampson State Park 6069 Route 96A Romulus, NY 14541 SampsonSP@parks.ny.gov	315/585-6392	Open	\$20.00
NEWTOWN BATTLEFIELD 451 Oneida Road Elmira, NY 14901 NewtownBattlefieldSP@parks.ny.gov	607/732-6067	North - Open w/ Fireplace	\$60.00
		Lodge - W/Kitchen	\$150.00
		Enclosed w/ Fireplace	\$150.00
		Picnic 1 thru 6 - (#6 is located at the ball field)	\$25.00
ROBERT H. TREMAN STATE PARK 105 Enfield Falls Road Ithaca, NY 14850 RobertTremanSP@parks.ny.gov	607/273-3440	Upper - Enclosed	\$ 75.00
		Lower South- Enclosed	\$100.00
		Lower North- Enclosed	\$150.00
SAMPSON STATE PARK 6096 Route 96A Romulus, NY 14541 SampsonSP@parks.ny.gov	315/585-6392	Enclosed	\$100.00
		Recreation Center (not available in July & August)	\$100.00
		Open	\$20.00
SENECA LAKE STATE PARK 100 Waterloo-Geneva Road Geneva, NY 14456 SenecaLakeSP@parks.ny.gov	315/789-2331	Lakeside #1 - Enclosed	\$175.00
		Lakeside #2 - Enclosed	\$150.00
		Bathhouse #3 - Enclosed	\$75.00
		Bathhouse #4 - Enclosed	\$75.00
		Marina Tent 20x40 with sides	\$100.00
		Seawall Tent 30x45	\$160.00
STONY BROOK STATE PARK 10820 Route 36 South Dansville, NY 14437 StonyBrookSP@parks.ny.gov	585/335-8111	Clara Barton (North) - Semi enclosed w/ Fireplace	\$60.00
		Shawmut (South) - Open	\$50.00
TAUGHANNOCK FALLS STATE PARK 2221 Taughannock Park Road Trumansburg, NY 14886 TaughannockFallsSP@parks.ny.gov	607/387-6739	Lakeside North - Enclosed	\$175.00
		Central	\$150.00
		Creekside North	\$50.00
WATKINS GLEN STATE PARK PO Box 304 Watkins Glen, NY 14891 WatkinsGlenSP@parks.ny.gov	607/535-4511	East - Enclosed	\$75.00
		West- Enclosed	\$75.00
		Loggia- Open on one side	\$75.00
		Iroquois Lodge	\$150.00



**Parks, Recreation
and Historic Preservation**

Robert H. Treman, Buttermilk State Parks
105 Enfield Falls Road, Ithaca NY 14850
Phone: 607-273-3440 Fax: 607-272-1886

OTHER APPLICATIONS AND PERMITS THAT MAY BE REQUIRED

Shelters rent from 10am to 9pm. Shelters are not available before 10 am for decorating or set up. If you have a multiple day rental the shelter can be opened earlier on the 2nd and subsequent days.

*****Shelter is locked at 9 pm even with multiple day rentals*****

_____ **Additional Location Permit** – If you are planning on being married in the park at a location other than the shelter rented, we need to know all of the logistics of the event. The ceremony location must be approved by the park manger before any planning occurs. An additional fee will be required.

Location: _____

***** Shelter rental does not include vehicle fees for you, your guests, or officiates*****

_____ **Vehicle Use Fee** – Everyone entering the park is required to pay the vehicle use fee, even if they have rented a shelter. Vehicles that seat 15 people or less pay \$8. Vehicles that seat 16 people or more pay \$75 (bus fee). If your group has a 501C3 certificate that can be shown at the gate the bus fee is \$35.

_____ **Coupon Agreement** – You may choose to pay for your guests by submitting a Coupon Agreement to us *no later than 2 weeks prior to your event*. The coupon design must be approved by the Park Office *in advance*, and a copy sent with the agreement. Coupons are turned in at the gates. Coupons are tallied at the end of the night and multiplied by \$8. The total is charged to the credit card on file with the Coupon Agreement form.

_____ **Alcohol Beverage Permit** – There is no fee for this permit. The permit must be filled out at the Park Office *on the day of the event*. The permit requires such information as who is taking responsibility for the alcohol, how much and what kinds are being brought into the park.

_____ **Amplified Music Permit** – There is no fee or form for this permit. You must submit a proposal in writing to the Park Office for your amplified music usage. Required information includes time frame of usage, location of usage and what kind. (Example: a large stereo, live band, DJ, etc.)
Proposal must be submitted *no later than 2 weeks prior to your event*.

_____ **Garbage Permit** – The park is a carry-in carry-out facility. Garbage removal is available for a \$25 fee. Please contact the park *no later than 2 weeks prior to your event* to arrange for garbage removal. If you do not arrange for removal you are responsible for taking all garbage out of the park with you after your event.

_____ **Tent Permit** – Tents (w/walls) *larger than 400 sq. ft.*, or canopies (no walls) larger than 700 sq. ft. will need a permit. This is a regional permit that requires strict fire code enforcement. It must be submitted *no later than 2 weeks prior to your event* to be processed with our regional headquarters. The fee for this permit is generally \$25 per tent or canopy.
(Personal backyard-type pop-up canopies *smaller than 400 sq. ft.* do not require a permit.)

_____ **Vendors** – Please submit a list of vendors with dates and times of pick-ups and drop off prior to your event. (Example: Wedding planners, Caterers, Table/Chair Rentals, DJs, Live Musicians.)

_____ **Chicken Cooker**— Each park has a large barbeque grill available for an additional \$25 fee.

_____ **Swim Permits** – Fee required – Groups of 20 people or more, wishing to swim together as a group, at the same time, are required to secure a Swim Permit. (Example: Day Camps, Field Trips, Birthday Parties, etc.)

_____ **Other Locations Rented** - _____, _____, _____

Shelter Seating Capacities

<u>Robert H Treman</u>	<u>Buttermilk Falls</u>
Lower North – 197 People	Upper – 73 People
Lower South – 88 people	
Upper – 34 people	