



**Please Contact the Saratoga Spa State Park Office for  
Pavilion availability and applications.**

**518-584-2000 Ext. 113**

**Attention**

For anyone interested in the Deferred Vehicle/Pool Entry  
Fee Payment option.

The signed agreement and four sample passes must  
be received in the Park Office at least two weeks prior  
to your event or the passes cannot be honored on the date  
of the event.

Deferred Agreements will not be made the day of your  
event.



## Parks, Recreation and Historic Preservation

January 2017

Dear Patron:

Thank you for your interest in renting a picnic shelter at Saratoga Spa State Park. The *new Polaris picnic shelter*, named after one of the park's celebrated mineral springs, is the ninth rentable picnic shelter at the park. It is conveniently located near the Peerless pool and playground, and the site also features a new comfort station, large brick fire-pit, and is accessible for people with mobility challenges.

The enclosed packet outlines information on reserving a shelter and the following **check list** should be noted:

- Applications for picnic shelters will be accepted for the lottery from January 4, 2017 to February 8, 2017. After this deadline applications will be honored on a first-come first-serve basis. Please call the above telephone number for availability of a specific date and a specific pavilion.
- Before February 8, 2017 return **two copies** of the application with a self-addressed stamped envelope and a check or money order for the full amount of the reservation period. Make checks payable to **NYS Parks – Saratoga**.
- If you wish to participate in the **DEFERRED PAYMENT PROGRAM** please read the information sheet that is enclosed.
- The following all require a separate **Special Use Permit**: caterer, DJ, bounce house and musical groups. Please call park office for more details.
- This is a **Carry-in/Carry out park**, no on-site refuse containers will be provided.
- The **cancellation policy** is listed on the back of the pavilion application form.
- All fees and dates are **subject to change** in conjunction with any special events.

Sincerely,

Allan Polacsek  
Patron Assistant

VIRTUAL TOURS OF PARK ATTRACTIONS CAN BE VIEWED AT [www.nysparks.com](http://www.nysparks.com)

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**New York State Office of Parks, Recreation and Historic Preservation**  
Saratoga Spa State Park

19 Roosevelt Drive, Saratoga Springs, New York 12866 • (518) 584-2535 • [www.nysparks.com](http://www.nysparks.com)



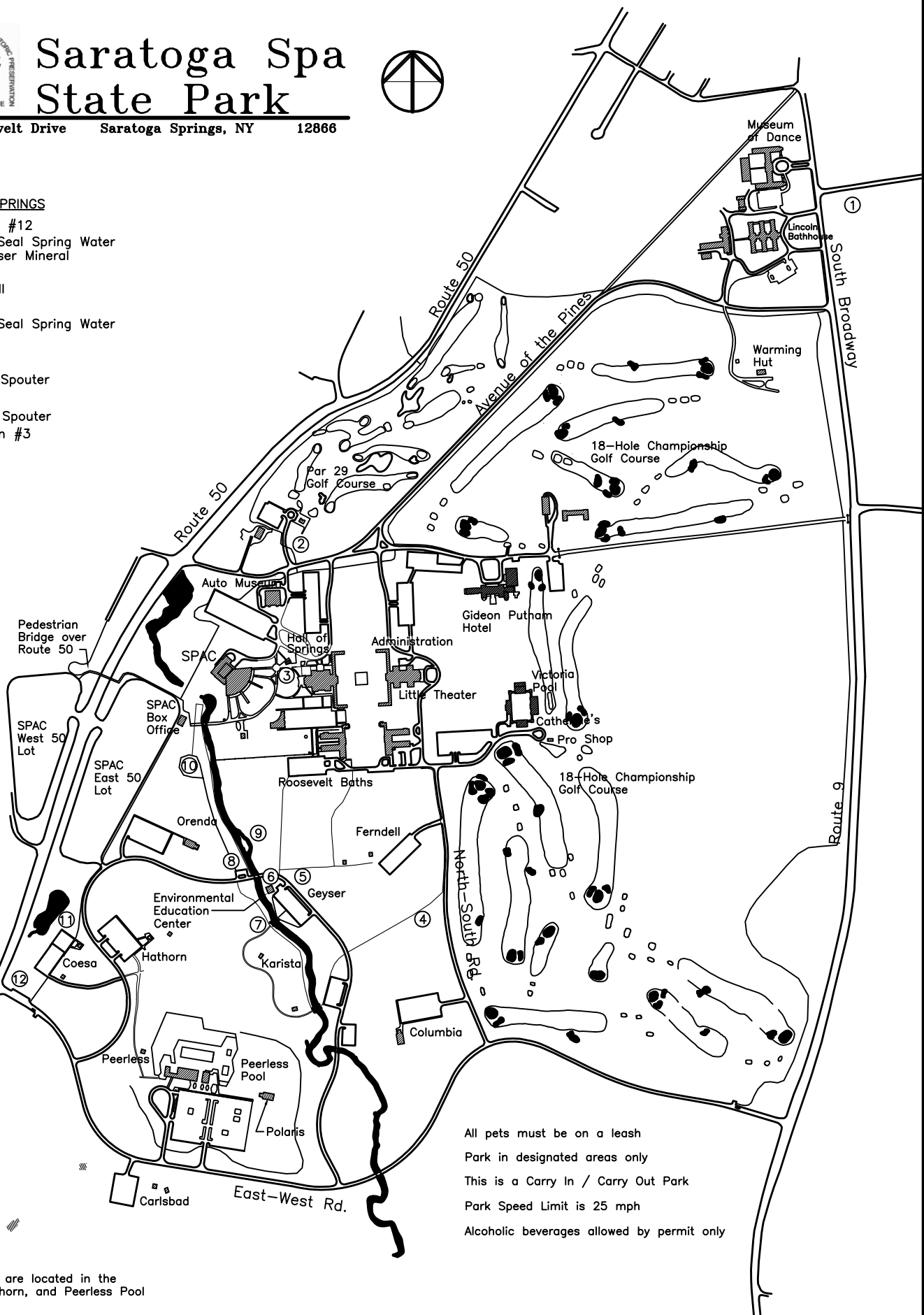
# Saratoga Spa State Park



19 Roosevelt Drive Saratoga Springs, NY 12866

## MINERAL SPRINGS

- ① Lincoln #12
- ② State Seal Spring Water & Geyser Mineral
- ③ Charlie
- ④ Ferndell
- ⑤ Polaris
- ⑥ State Seal Spring Water
- ⑦ Karista
- ⑧ Hayes
- ⑨ Island Spouter
- ⑩ Orenda
- ⑪ Coesa Spouter
- ⑫ Hathorn #3



All pets must be on a leash  
Park in designated areas only  
This is a Carry In / Carry Out Park  
Park Speed Limit is 25 mph  
Alcoholic beverages allowed by permit only

\* Playgrounds are located in the Geyser, Hathorn, and Peerless Pool areas.

Saratoga Spa State Park  
 19 Roosevelt Drive  
 Saratoga Springs, NY 12866  
 (518) 584-2000

### PICNIC SHELTER FACT SHEET

Shelter	Daily Rental Fees	Capacity	Athletic Fields	Horseshoe Pit	Electricity (# of 20 amp circuits)	Lighting Available Under Shelter	Grills & Firepits
Columbia	\$300	250	A	X	3	X	C (2), D, F
Orenda	\$300	250	B	X	3	X	C (2), D, F
Ferndell	\$150	75			2		C
Hathorn	\$150	75			2		C
Carlsbad	\$150	75	B	Stakes- no pit	1		C
Coesa	\$150	75	B		2		C
*Karista	\$125	75	B				C
**Peerless	\$125	75	B				C

SHELTER FACT SHEET KEY	
A	= Softball Field with Backstop
B	= Open Field
C	= Grill Size 3 ft x 2.5 ft
D	= Grill Size 1.5 ft x 2.5 ft
E	= Fire Pits

*There is a Vehicle Use Fee for entry into picnic area.  
 Picnic Shelter Rental Season: May through Columbus Day  
 Picnic Shelter Hours of Use: 9am to SUNSET*

*This is a "Carry In / Carry Out" Park. There are no trash receptacles. It is your responsibility to remove your litter and dispose of it properly.  
 Shelter areas must be thoroughly cleaned and vacated by Park's closing hours. Closing hours are strictly enforced.  
 If any accidents or injuries occur, please notify Park officials immediately, by calling 518-584-2000*

\* Parking for the Karista Shelter is available in the Geyser Picnic Area parking lot

\*\* Parking for the Peerless Shelter available in the Peerless Pool parking lot. Restrooms for the Peerless Shelter are located on the outside of Peerless Complex (left end)

**You must bring your own athletic equipment: horseshoes, softballs, bats and volleyballs  
 (Each shelter has a volleyball court, nets are provided)**

SARATOGA SPA STATE PARK  
 19 ROOSEVELT DRIVE  
 SARATOGA SPRINGS, NY 12866  
 Info: (518) 584-2000

<b>For Office Use Only:</b>
Mailing Date: _____
Permit #: _____

**PICNIC SHELTER APPLICATION**

DATE PREFERENCE	PICNIC SHELTER PREFERENCE
<b>Date Preference:</b> 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____	<b>*Picnic Shelter Preference:</b> 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____
(*Please refer to the picnic shelter facts sheet which is attached)	

*The rental fee, a self addressed stamped envelope, plus both copies of this application must be returned to the Saratoga Spa State Park office by the date listed below to qualify for the lottery drawing. Rental requests outside the lottery period are awarded on a first come, first served basis. Make check or money order payable to "NYS Parks - Saratoga".*

**This application must be returned by \_\_\_\_\_ to qualify for lottery drawing.**

Please note that a Vehicle Use Fee will be charged, per vehicle, upon entering the picnic area. It is your responsibility to advise members of your group, including caterers and contractors, of this fee. All vehicles entering the picnic area must pay the fee. Saratoga Spa State Park offers the renting party the opportunity to pay the vehicle use fee for their guests through the deferred payment program. Please review the deferred payment agreement included with the pavilion information and indicate whether you would like to participate below.

\_\_\_\_\_ I intend on using the deferred payment option to pay the \$8 vehicle use fee for my group.  
 \_\_\_\_\_ I am not interested in the deferred payment option.

Please **completely** fill in the information requested below and sign/date the application.

**Name of Group:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Number of People in Group:** \_\_\_\_\_  
**Telephone (day):** \_\_\_\_\_ **Telephone (evening):** \_\_\_\_\_  
**Time of Arrival:** \_\_\_\_\_ **Time of Departure:** \_\_\_\_\_

**Park closes at Sunset; closing hours are strictly enforced. Shelter area must be cleaned and vacated by closing time.**

Conditions of Use are listed on the back of this form. Please read all information pertaining to your shelter reservation before signing and agreeing to the conditions set forth in this application.

The pavilion and enclosed tables, standing grills, volley ball courts and horseshoe pits are reserved for the exclusive use of the renting party. Restrooms and parking areas are available to the general public.

I have read, understand and agree to all the information contained in this application packet.

Applicant Signature: _____	Applicant Name (please print): _____	Date: _____
Park Manager/Agency Rep. Signature: _____		Date: _____

**Andrew Cuomo**  
 Governor

**Rose Harvey**  
 Commissioner

**NYS Office of Parks, Recreation and Historic Preservation**  
**An Affirmative Action/Equal Opportunity Employer**

**SARATOGA SPA STATE PARK  
PICNIC SHELTER  
RULES AND CONDITIONS OF USE**

The rental season for reserved picnic shelters is generally May through Columbus Day, weather permitting.

**Hours of Shelter Use:  
9AM - Sunset**

Park closing hours are strictly enforced. Shelter areas must be thoroughly cleaned and vacated by sunset.

**THIS IS A "CARRY IN/CARRY OUT" PARK.** Before departing, it is your responsibility to make sure that the area is thoroughly cleaned and that all trash has been removed. Waste receptacles are not available within the facility. Any rented dumpsters must be removed within 24 hours and there may be a charge for any clean-up or garbage removal from the rental area.

Electricity is available in all picnic shelters except the Karista and Peerless picnic shelters. Please refer to the "Picnic Shelter Fact Sheet" for the description of each shelter and what is available.

The Park is not responsible for moving any tables in or out of the shelter areas. If additional tables are needed, it is the permittees responsibility to provide them.

The Park will clean and restock the restroom facilities prior to each group's arrival. Any additional supplies (i.e. firewood, grills, etc.) are the responsibility of the Permittee.

Saratoga Spa State Park is not responsible for any items left unattended in the shelter areas. Overnight parking or storage of personal items is not permitted.

**VARIOUS EVENTS/CONCERTS OCCUR AT THE PERFORMING ARTS CENTER WHICH MAY CREATE CROWDS AND A LARGE AMOUNT OF TRAFFIC. SARATOGA SPA STATE PARK IS NOT RESPONSIBLE FOR ANY IMPACT THE INCREASED VEHICLE AND PEDESTRIAN TRAFFIC MIGHT HAVE ON THE PERMITTEE'S OUTING.**

Alcoholic Beverage Permits will be issued on the day of your picnic, pending compliance of all New York State and Park Rules and Regulations governing the consumption of alcoholic beverages.

Special Use Permits will be required for activities involving amplified music, caterers, tents 20 x 20 or larger or other contracted services. Contact the Park Office at least **15 business days** prior to your event to obtain any necessary permits or for information on required permits.

Group names and shelter assignments will be posted daily by park staff at each tollbooth into the park and at each shelter entrance. **NO SIGNAGE CAN BE AFFIXED TO ANY TREE STRUCTURE, OR BUILDINGS.**

It is your responsibility to advise members of your group of the conditions of this permit and all fees relating to Spa Park activities including parking, swimming and golf.

**PARKING IS PROHIBITED ON ALL GRASS AREAS UNLESS OTHERWISE NOTED.**

Permittee shall promptly report any and all unusual incidents directly to the Park Manager at 584-2000 or by Park Police at 584-2004. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.

**ALL PARK FEES, INCLUDING SHELTER FEES, ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**REFUND/CANCELLATION POLICY**

- For cancellations made more than 30 days prior to the reserved date, a full (100%) revenue credit shall be issued.
- For cancellations made prior to ten (10) days before the reserved date, a 50% revenue credit shall be issued.
- 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.
- Weather is not an acceptable reason for a refund request.
- Applicable Processing Fees (\$9.00) will be deducted from the amount of the revenue credit

**ALL NEW YORK STATE PARK RULES AND REGULATIONS GOVERN THIS PERMIT.**



**Parks, Recreation  
and Historic Preservation**

**Andrew Cuomo  
Governor**

**Rose Harvey  
Commissioner**

**NYS Office of Parks, Recreation and Historic Preservation  
An Affirmative Action/Equal Opportunity Employer**

SARATOGA SPA STATE PARK  
2017  
SPECIAL USE PERMIT FEES

<b>Reflecting Pool / Victoria Pool Complex</b>	
Wedding Ceremony	\$250.00
Taking Wedding Photographs in Park	100.00
Use of changing/prep room (during regular operating hours)	50.00
<b>Boat Launch</b>	
Fishing Tournament (lane)	50.00 + Parking fees (\$8.00/per lane)
Regatta (lane)	50.00 + Parking fees (\$8.00/per lane)
<b>Warming Hut</b>	
Private party (such as birthday party)	150.00
Large event (5k run, dog trials, etc.)	200.00 (\$50.00 SUP Fee + WH rental)
<b>Ice Cream Parlor/Miscellaneous</b>	
Meetings/training at Ice Cream Parlor	150.00
Tent (large) at Pavilions or Warming Hut	50.00
DJ/Live Music /Bounce House	25.00
Use of Softball Field at Columbia	25.00/per use
<b>Park Roads/Trails</b>	
Groups sometimes want to start 5k's from an area other than Columbia or Warming Hut	50.00
Fitness groups/boot camps	50.00

All fees subject to change without notice

# SARATOGA SPA STATE PARK

## 2017 FEE SCHEDULE

<b>Vehicle Entrance Fees</b>	
Vehicles	\$8.00
Bus – Nonprofit	\$35.00
Bus – Commercial	\$75.00
Seniors (62 yrs & older, NYS Resident) (Monday – Friday, \$8 fee weekends & holidays)	No Charge
Access Pass Holders	No Charge
Empire Passport Holders	No Charge
<i>Empire Passports available at park office for \$65.00</i>	
<b>Victoria Pool</b>	
Adults	\$8.00
Children (5 – 11yrs.)	\$4.00
Children (under 5 yrs.)	No Charge
Seniors (62 yrs & older, NYS Resident) (Monday – Friday, \$8 fee weekends & holidays)	\$4.00
Access Pass Holders	No Charge
<b>Peerless Pool</b>	
Adults	\$2.00
Children (5-11 yrs)	\$1.00
Children (under 5 yrs.)	No Charge
Seniors (62 yrs & older, NYS Resident) (Monday – Friday, \$2 fee weekends & holidays)	\$1.00
Access Pass Holder	No Charge
<b>Saratoga Boat Launch</b>	
Vehicles	*\$8.00
Bus – Nonprofit	\$35.00
Bus – Commercial	\$75.00
Seniors (62 yrs. & older, NYS Resident) (Monday – Friday, \$8 fee weekends & holidays )	No Charge
Access Pass Holders	No Charge
Empire Passport Holders	No Charge
*Pay Kiosk accepts credit cards and exact change only	

All fees subject to change without notice



# SARATOGA SPA STATE PARK

## 2017 OPERATING SEASON

### **TOLL BOOTH OPERATION**

May 6, 2017 through May 21, 2017  
(WEEKENDS ONLY)

\*8:30 a.m. – 4:30 p.m.

May 27, 2017 through September 4, 2017  
(\*Except for Special Events)

\*8:30 a.m. – 4:30 p.m.

September 9, 2017 through October 9, 2017  
\*8:30a.m.—4:30p.m.  
(WEEKENDS & HOLIDAYS)

### **SWIMMING POOLS**

#### **Victoria Pool**

June 24, 2017 through September 4, 2017

\*10:00 a.m. – 6:00 p.m.

#### **Peerless Pool**

June 24, 2017 through September 4, 2017

\*10:00 a.m. – 6:00 p.m.

### **SARATOGA BOAT LAUNCH SITE**

*Year Round Weather Permitting                      \*Sunrise to Sunset  
Pay & Display Parking Kiosk – accepts credit cards and exact change*

\*All opening and closing dates are weather permitting and subject to change without notice.

**Saratoga Spa State Park**  
**19 Roosevelt Drive, Saratoga Springs, NY 12866 518-584-2000 ext. 113**

**DEFERRED PAYMENT AGREEMENT**

Thank you for choosing Saratoga Spa State Park for your group's outing. The Deferred Payment Program was developed to accommodate groups who wish to pay for the Vehicle Entrance Fees and/or Pool Access Fees used by their group on the day of their event.

**Please note the following:**

- Persons signing this agreement will be responsible for payment under this program.
- Payment for participating in this program will be charged to your credit card on the date of your outing.
- Once the tally of collected passes is completed, your credit card will be charged for the \$8 per vehicle entrance fee, and for the appropriate pool use fees for each pass collected.
- If your guests have Empire Passports or Access Passes, please have them use these passes for entry on the day of the event. If they use your coupon, you will be charged. Senior citizens are entitled to free entry on weekdays only, if your event is on the weekend, seniors pay the regular entrance fee.
- The signed agreement and four sample passes must be received in the Park Office at *least two weeks prior to your event or the passes cannot be honored on the date of the event.*

**To participate in this program, please follow the steps below:**

1. Fill out the form completely, all fields are required.
2. Create a pass/coupon that individuals in your group will use to gain admittance to the park.
  - a. **Entrance Fee Passes:** must include the group's name, the date of the event and the name of the shelter to be used.
  - b. **Pool Fee Passes:** must include the group's name, the date, Peerless or Victoria Pool, and indicate whether the guest is an adult (age 12 and up) or child (ages 5-11), children under 5 are free. This program does not guarantee access to the pool facilities in the event that we are filled to capacity. Early arrival is encouraged to ensure access.
3. **At least two weeks prior to your event, send this completed form with signature and four samples of the pass to: Allan Polacsek at the above address.**

**If you have any questions, please feel free to contact the Park Office at (518) 584-2000 ext. 113 Fax 587-8804**

Name of Group \_\_\_\_\_ Date of Event \_\_\_\_\_ Shelter: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number/s \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ MC/Visa/Amex/Discover

Security Three Digit Code # \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

*With regard to the group outing as listed on the above date, I agree to pay for each deferred pass collected by the Saratoga Spa State Park.* Please make checks Payable to: New York State Parks - Saratoga

Saratoga Spa State Park  
19 Roosevelt Drive  
Saratoga Springs, NY 12866  
(518) 584-2535

## REQUIRED INSURANCE COVERAGE

Note: Insurance coverage is only required if you are having anything of a liability issue, i.e. 5k run/walk, fishing tournaments, caterers, pony rides, bouncety-bounce, etc.

1. **ALL POLICIES MUST NAME AS ADDITIONAL INSURED** the following:

**“The People of the State of New York.”**

**Note: Insurance certificates will be declined if this is not included on certificate.**

2. Insurance policies must be issued in the minimum amounts as indicated:

a. **Public Liability Coverage**

\$1,000,000.00 coverage for one person and  
\$2,000,000.00 for more than one person injured or killed in any one accident.

b. **Products Liability Coverage**

\$1,000,000.00 coverage for one person and  
\$2,000,000.00 for more than one person

Note: This insurance is required whenever food or beverage sales are conducted.

c. **Property Damage Insurance**

\$10,000.00 for all damages or destruction of property. (This insurance is always mandatory. Levels of coverage dependent on established property values)

3. **Workman’s Compensation Insurance**

The group or licensee must secure compensation for the benefits and keep insured during the life of the permit such employees as are required to be so insured by the provisions of Chapter 41 of the Laws of 1918 an amendatory thereof known as the Workman’s Compensation Law.

Required policies or certificates shall be provided, and that they will not be changed or cancelled until ten (10) days written notice has been given to the People of the State of New York.

All insurance policies or certificates shall be mailed to the Office of the Park Manager, whose address is 19 Roosevelt Drive, Saratoga Springs, NY 12866 or faxed at (518) 587-8804. Insurance policies or certificates must be received no later than ten (10) days prior to the event or function being covered.