Park Pavilion Rental Information

John Boyd Thacher State Park

Contact Information
John Boyd Thacher Visitor Center
830 Thacher Park Road, Voorheesville, NY 12186
(518) 872-1237
Office Hours:
On-season: 9am – 5pm; 7 days a week
Off-season: 9am – 4:30pm; 7 days a week
The Types of Venues

- All rentals of pavilions are from 8am – Sunset. We do not have hourly or half-day reservations.
- Tent: Reserves the 20’x20’ tent with picnic tables underneath and adjacent grill.
- Standard Pavilion: Reserves the pavilion with picnic tables underneath, adjacent grill, and fire pit (if available).
- All-Inclusive Areas: Reserves the pavilion with all picnic tables, grills, fire pits, horseshoe pits, volleyball court, grass areas, parking lot(s), and bathroom(s). *(Each venue has different amenities that are available)*

Table 1: Pavilion and Shelter Details

<table>
<thead>
<tr>
<th>Shelter Name</th>
<th>Venue Cost</th>
<th>Max. Capacity</th>
<th>Parking</th>
<th>Power</th>
<th>Activities</th>
<th>Bathroom Dist. (Walk)</th>
<th>Handicap Accessible</th>
<th>Frequent Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hailes Cave Tent</td>
<td>$ 75</td>
<td>40</td>
<td>20</td>
<td>No</td>
<td>H, D</td>
<td>5 minutes</td>
<td>B, R, C</td>
<td></td>
</tr>
<tr>
<td>Horseshoe Tent</td>
<td>$ 75</td>
<td>40</td>
<td>30</td>
<td>No</td>
<td>D, F</td>
<td>5 minutes</td>
<td>B, R, C</td>
<td></td>
</tr>
<tr>
<td>Hop Field Tent</td>
<td>$ 75</td>
<td>40</td>
<td>45</td>
<td>No</td>
<td>T</td>
<td>2 minutes</td>
<td>Yes</td>
<td>B, R, C</td>
</tr>
<tr>
<td>Standard Pavilions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hailes Cave</td>
<td>$ 150</td>
<td>150</td>
<td>63</td>
<td>Yes</td>
<td>E, H, V, D, F, T</td>
<td>0.5 minutes</td>
<td>Yes</td>
<td>W, G, B, R, C</td>
</tr>
<tr>
<td>Horseshoe I</td>
<td>$ 100</td>
<td>75</td>
<td>45</td>
<td>No</td>
<td>E, H, V, F</td>
<td>5 minutes</td>
<td>Yes</td>
<td>B, R, C</td>
</tr>
<tr>
<td>Horseshoe II</td>
<td>$ 150</td>
<td>120</td>
<td>78</td>
<td>Yes</td>
<td>E, H, V, P, Z, F</td>
<td>1 minute</td>
<td>Yes</td>
<td>W, G, B, R, C</td>
</tr>
<tr>
<td>Pear Orchard</td>
<td>$ 150</td>
<td>150</td>
<td>192</td>
<td>Yes</td>
<td>H, V, D, P</td>
<td>2 minutes</td>
<td>Yes</td>
<td>G, B, R</td>
</tr>
<tr>
<td>Paint Mine</td>
<td>$ 150</td>
<td>150</td>
<td>48 &amp; 54</td>
<td>Yes</td>
<td>H, T</td>
<td>0.5 minutes</td>
<td>Yes</td>
<td>G, B, R, C</td>
</tr>
<tr>
<td>All-Inclusive Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Knowles Flat</td>
<td>$ 250</td>
<td>75 (150)</td>
<td>56</td>
<td>Yes</td>
<td>H, V, F, S, T</td>
<td>2 minutes</td>
<td>Yes</td>
<td>G, B, R, C</td>
</tr>
<tr>
<td>Glen Doone</td>
<td>$ 300</td>
<td>75 (200)</td>
<td>78 &amp; 48</td>
<td>Yes</td>
<td>E, H, S</td>
<td>1 minute</td>
<td>Yes</td>
<td>W, B, R, C</td>
</tr>
<tr>
<td>Greenhouse</td>
<td>$ 250</td>
<td>75 (200)</td>
<td>75</td>
<td>Yes</td>
<td>H, V, F, S</td>
<td>0.5 minutes</td>
<td>Yes</td>
<td>G, B, R, C</td>
</tr>
</tbody>
</table>

**Grayed out locations are unavailable for rent this year.**

***Capacities in “( )” indicates the capacity of the rented area, whereas the first number is the capacity of the pavilion.

<table>
<thead>
<tr>
<th>Recreation Activity Key</th>
<th>Frequent Events Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>D Disc Golf Course</td>
<td>B Birthday</td>
</tr>
<tr>
<td>E Escarpment View</td>
<td>C Corporate</td>
</tr>
<tr>
<td>F Ball Field</td>
<td>G Graduation</td>
</tr>
<tr>
<td>H Horseshoe Pits</td>
<td>R Reunion</td>
</tr>
<tr>
<td>P Playground</td>
<td>W Wedding</td>
</tr>
<tr>
<td>S Swing Set</td>
<td></td>
</tr>
<tr>
<td>T Hiking Trails</td>
<td></td>
</tr>
<tr>
<td>V Volleyball Court</td>
<td></td>
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<tr>
<td>Z Kid’s Zipline</td>
<td></td>
</tr>
</tbody>
</table>

New York State Law

1) Application packet and permits are subject to the rules and regulations of the Office of Parks, Recreation, and Historic Preservation as well as Federal & State law.

2) All permits are temporary and revocable at any time.

3) The application is NOT a reservation permit, it will not guarantee a reservation. A permit will be sent back to you upon approval of the application.

4) The permit is not effective until verified and processed by a Park Administrator and available during the event.

5) Damages and proper group conduct are the responsibility of the applicant.

Hiring Organizations/Vendors

- If you hire any business, you will need to get a certificate of insurance (Accord 25) from them with the specific wording on the “Required Insurance Coverage for Contracted Organizations” page.
- For caterers, you will need a copy of their liquor license and submit it to the park if they are handling alcohol.
- For setting up a tent, the tent must be set up and torn down within the timeframe of the event.
- For DJ Services, they can set up in reserved areas only. Subwoofers are not allowed.
New York State Law (con’t.)

Alcohol Rules
1) Permit applicant must be at least 21 years of age (proof of age may be required).
2) Any person consuming alcoholic beverages must be at least 21 years of age (proof of age may be required).
3) Use of alcoholic beverages is limited to the reserved area only.
4) Any type of alcohol is permitted but the quantity must be kept to a reasonable level.
5) Any of the following may be cause for revoking the alcohol:
   a. Damage to property
   b. Disorderly conduct
   c. Minors drinking
   d. Disturbing other patrons

Refund Policy
- Any event that needs to be cancelled will fall under the following conditions:
  o More than 30 days prior to event, a full refund minus a $9.00 processing fee will be given.
  o Between 30-10 days prior to event, a 50% refund minus a $9.00 processing fee will be given.
  o Less than 10 days prior to event, no refund will be given.
- Weather is not an acceptable reason for a refund.

Park & Reservation Rules
1) Carry-In/Carry-Out: You are required to take your trash out of the park with you.
2) No releasing of any floating objects: for any event.
3) Do not park on the grass: Please use designated parking spaces only.
4) $6 Vehicle Use Fee: Between May 1st and October 31st, the park has a $6 parking fee from 9am-6pm.
5) 8am Setup: is the earliest that you can come to start your event.
6) Music is allowed: but must be kept at reasonable levels. Staff will let you know.
7) Be courteous to other park patrons: the park is meant for everyone.
8) Unattended equipment and belongings: is not the responsibility of NYS Parks.
9) Animals: are not permitted in enclosed buildings unless they are Service Animals.

Figure 2a: Insurance Coverage for Contracted Organizations – NYS OPRHP Saratoga/Capital Parks Region
-Please make sure that this information is given to ALL vendors that you would like to have at your event-

1. ALL CONTRACTED PARTIES MUST NAME AS ADDITIONAL INSURED the following:
   - The State of New York, NYS OPRHP, and their Officers, Employees, and Agents.

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 benefit of 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 and amendatory thereof known as the Workmen’s Compensation Law.

   Required policies or certificates shall be if they will not be changed or canceled 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 park before the businesses may provide service on park property.

   With a reservation, the applicant is not required to provide this insurance. However, if they would like to cover their vendors instead, they may add the vendors as additionally insured and increase their coverage to the above stated values for the event and submit that to the park.
Figure 2b: Acord 25; Certificate of Insurance

The State of New York, OPHP, and their officers, employees, and agents.