

Hamlin Beach State Park  
One Hamlin Beach Blvd. West  
Hamlin, NY 14464  
585-258-8937

**SHELTER RESERVATION APPLICATION**  
PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

- Shelters can be rented 11 months in advance from May through October. Shelters can be reserved by calling Reserve America -1-800-456-2267 or online at [reserveamerica.com](http://reserveamerica.com). All shelter reservations are for full shelter/full day only.

NAME OF ORGANIZATION PARTY: \_\_\_\_\_

CONTACT PERSON / RESPONSIBLE PARTY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (DAY) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (EVENING / WEEKEND) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ EST. # OF PEOPLE: \_\_\_\_\_

SHELTER RESERVED: \_\_\_\_\_ Time: **10 am to DUSK for full shelter/day**

- Vehicle use fees are not covered by Shelter Rentals.**
- Vehicle use fees are payable upon arrival.**
- Permit is valid only for the original date booked. NO RAIN DATES.
- Tables outside the shelter are available to all park visitors.
- Garbage cans are provided for each shelter with two garbage bags. Please leave your garbage neatly and it will be picked up by park staff after your party.
- Do not remove tables from shelter.

**PLEASE NOTE: Vehicles are not permitted to drive or park on the grass, service roads, and pathways or along roadways for any purpose, including unloading or loading.**

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**PERMIT APPLICATION**  
PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY  
**CHECK ALL THAT APPLY AND INITIAL**

- ☐ **KITCHEN-Shelter 1 only.**  
\$30.00 Fee  
1. Refrigerator, water, countertops, and cabinets. (NO STOVE).
- ☐ **ALCOHOLIC BEVERAGE PERMIT**  
No Fee  
1. Alcoholic beverages are permitted by permit only.  
2. See rules and regulations for terms and conditions on back of permit.
- ☐ **AMPLIFIED MUSIC PERMIT**  
\$25.00 Fee  
1. Music amplification is permitted between 10am and 9 pm ONLY.  
2. Music shall be conducted so as **not to disturb other park patrons.**  
3. Vehicles associated with music group performance will park in the parking area. **No exception will be made for unloading and loading equipment. Vehicles are subject to any and all vehicle use fees.**  
4. No alteration of the electrical system shall be made and no electricity beyond that already provided at the location will be available.  
5. No musical performance permit shall be issued for unreserved shelters or partially reserved shelters.  
6. Amplified Sound is allowed by permit only.  
7. **Musical performances are for private parties only and should not be advertised or open to the public.**  
8. **Music performance must sign in at toll booth as Official Business and then they will get a no fee ticket.**

☐ \_\_\_\_\_ **CATERER PERMIT (PLEASE SEE INSURANCE REQUIREMENTS ON THE LAST PAGE)**

\$25.00 fee

1. Caterer permit is allowed with the Park Manager's Approval ONE MONTH in advance of reservation. As long as we receive the proper paperwork/
2. A permit is necessary for use of catering companies.
3. Special Insurance is required.
4. **Catering permit does not allow food trucks of any kind.**
5. Carry-In, Carry-Out regulations for waste disposal apply.
6. If the caterer serves alcoholic beverages, a permit will be required.
7. Caterer may not sell food or beverages and may not advertise to picnic attendees or the general public.
8. Parks will not provide facilities or equipment.
9. Need a copy of NYS Food Permit
10. Vehicles associated with Caterer will park in the parking area. **No** exception will be made for unloading and loading equipment.
11. **Caterers must sign in at toll booth as Official Business and then they will get a no fee ticket.**

I certify that I'm at least 21 years old. I hereby apply for a shelter and or permits for the group I represent. ***I have read all the terms and conditions contained on web application pages and agree to comply with them. I agree to remove all trash and litter in accordance with the park's CARRY-IN, CARRY-OUT program.*** I understand this permit may be revoked if any terms or conditions are violated. FOR QUESTIONS, CALL: 585-964-2462.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

\*THIS PERMIT DOES NOT BECOME EFFECTIVE UNTIL APPROVED BY THE PARK, AND IS NOT VALID UNLESS SIGNED\*

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> THIS SECTION TO BE COMPLETED BY PARK PERSONNEL <

This application is hereby approved as follows:

<input type="checkbox"/> <b>ALCOHOLIC PERMIT</b>	<b>FREE</b>	<input type="checkbox"/> <b>MUSIC PERMIT</b>	<b>\$25.00</b>
<input type="checkbox"/> <b>KITCHEN SHELTER 1 ONLY</b>	<b>\$30.00</b>	<input type="checkbox"/> <b>CATERER PERMIT</b>	<b>\$25.00</b>

Amount Paid: \$ \_\_\_\_\_ Payment by: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

rev. 1/19/24

Park Representative

## SHELTER RESERVATION INFORMATION

Reservation periods: May – October

### Please read and initial

\_\_\_\_\_ The Park is open from **DAWN - DUSK** daily.

\_\_\_\_\_ Permit payment and paperwork are expected **10 days after making reservation.**

\_\_\_\_\_ Shelter is from **10am-Dusk for full day/shelter, Groups should plan to clean up and leave by dusk.**

\_\_\_\_\_ Vehicle use fee must be paid at the gates. Make sure caterers and delivery vehicles are notified of fee.

- Vehicle use fee differs from park to park.
- Buses: \$35.00 for non-profit organizations w/ NYS tax exempt certificate on a school bus; \$75.00 for all others

\_\_\_\_\_ **Vehicles are not permitted to drive or park on the grass, service roads, and pathways or along roadways for any purpose, including unloading or loading of patrons or picnic supplies, violators are subject to ticketing**

\_\_\_\_\_ If renting a shelter be advised to the following.

- **Shelter One** pavilion is over 500' from the nearest parking area and is accessible via a paved walking path only.
- **Shelter Two** is an open-air shelter. DJ/Band and tent permits are prohibited.
- **Shelter Two** is over 500' from the nearest parking lot and is accessible via a paved walking trail.
- **Shelter Three** pavilion is over 25' from the nearest parking area and is accessible via a paved walking path only.
- Parking space availability in Area 3 parking lot cannot be guaranteed on weekends and holidays.
- Nearest restroom for Shelter Three is located at the bathhouse – 250' to the West.
- **Shelter Four** pavilion is over 150' from the nearest parking area and is accessible via a paved walking path only.
- **Shelter Five** pavilion is over 25' from the nearest parking lot and is accessible via a paved walking path only.
- The use of hand carts and wagons is recommended to move your supplies.
- Vehicles are not permitted to drive or park on the grass, service roads, and pathways or along roadways for any purpose, including unloading or loading.

\_\_\_\_\_ **POSTING OF SIGNS IS PROHIBITED.** Be sure your party has adequate directions. Our gate attendants have a listing of all reserved shelters and can give directions.

- Shelter One – Area One, Shelter Two – Area One, Shelter Three – Area Three, Shelter Four – Area Four, Shelter Five – Area Four

\_\_\_\_\_ **Canceling your reservation**, you must call the park and send in a letter, receipt for Canceling. Reservations **cancelled 30 days prior** to arrival receive a full refund minus the \$7.25 reservation fee and the \$7.25 cancellation fee. Reservations cancelled **10 days prior** to arrival receive a refund that is half of the use fees minus \$7.25 reservation fee and the \$7.25 cancellation fee. Reservation cancelled **9 days or less prior** to arrival receive no refund.

\_\_\_\_\_ Responsible party / contact person must be present for the entire duration of permit.

\_\_\_\_\_ **Pets are not allowed** in shelters, sand beaches or park buildings.

\_\_\_\_\_ All accidents, injuries or problems must be reported CALL 911 immediately.

\_\_\_\_\_ Tables that are not inside the shelter are open to the public on a first-come, first-served basis. Tables accommodate 8 people.

\_\_\_\_\_ Swimming: Guarded Beaches are open seven days a week, weather and water quality permitting from the end of June through Labor Day (dates are subject to change). Only U.S. Coast Guard-approved flotation devices are allowed.

\_\_\_\_\_ Hamlin Beach State Park is a **“CARRY-IN, CARRY-OUT”** Park. This means that everything you bring into the park (CARRY-IN) you are required to take out with you (CARRY-OUT). This includes all garbage. We have NO trash receptacles in the park. In order to increase people's awareness of the growing problem of solid waste disposal and to help reduce our operating costs, shelter and parking areas must be cleaned prior to your group's departure and when requested by a park representative. Advise all your group members and transportation carriers (if applicable) in advance. **BRING GARBAGE BAGS.**

\_\_\_\_\_ This permit is subject to all rules and regulations of the Office of Parks, Recreation and Historic Preservation (OPRHP), Genesee Region, and according to all special conditions enumerated in the permit. The rules and regulations are posted in all park restrooms for your reference. Permit must be shown to any Agency official upon request.

\_\_\_\_\_ OPRHP is not responsible for providing any utility or service in excess of that which is already available and can be provided without detriment to the Agency's operation.

\_\_\_\_\_ It is understood that no alterations are to be made at the picnic site (e.g., no taking picnic tables out of shelter, cutting trees, erection of signs, banners, tents, flags, and recreational equipment). The Permittee shall be responsible for any damages to park property or facilities resulting from the Permittee's activities. **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.**

\_\_\_\_\_ The use of generators is prohibited.

\_\_\_\_\_ The Permittee agrees to indemnify, defend and save harmless the State of New York Office of Parks, Recreation and Historic Preservation and all of its officers, agents and employees from all suits arising from the operation of this permit or as a result of the consequences of any act, omission, neglect or misconduct on the part of any associated with the Permittee on this project.

\_\_\_\_\_ **It is understood that this permit is non-transferrable and may be revoked at any time at the discretion of**

an authorized representative of OPRHP.

**New York State Office of Parks, Recreation and Historic Preservation  
Genesee State Park Region**

**Terms and Conditions for Alcoholic Beverage Permit**

1. No alcoholic beverage will be served to or consumed by minors (those under 21).
2. In the event of any damage to State property or any excessive cleanup expense, the Permittee will assume all cost of restitution. It will be his/her complete responsibility to see that persons outside their group do not cause damage to the assigned area. If damage to property is noticed upon arrival, notify the Visitor Center immediately.
3. Alcohol may not be sold to any other park patron at a price per drink, even to members of his/her group.
4. Park Police may revoke the permit, evict the group from the park, and issue summons for violation of park ordinances or other laws, public intoxication, disorderly conduct or the creating of a public nuisance by any member of the group or its guests.
5. This permit is valid only on the date and place noted on the front of this permit.
6. This permit and the responsible person whose name appears on this permit must be in attendance during the entire period stated.
7. The permit does not constitute a reservation or grant exclusive use of any area of the park.
8. Alcoholic beverages may not exceed those specified in Subchapter A – Part 385, below.

**Subchapter A – Part 385. Alcoholic beverages.**

- a. Prohibition.
  1. It is prohibited for any person to consume, possess with intent to consume, transport in an open container or sell any alcoholic beverage on property under the jurisdiction of the office.
- b. Exceptions – The prohibition in subdivision (a) shall not apply to an alcoholic beverage:
  1. Sold by or purchased from a concessionaire or a lessee under the terms and conditions of a concession license, lease or permit issued by the office, provided that the alcoholic beverage is consumed in the area delineated in the agreement.
  2. Consumed or possessed by an individual or member of a group pursuant to terms and conditions of a standard permit issued by the office after receipt of an application; or
  3. Consumed or possessed within an area of a state park, historic site or other property that the commissioner has designated as exempt from the requirement for a standard permit under paragraph 2 of this subdivision. The designations may be limited to specific temporary periods of time. The exception in this paragraph does not extend to an alcoholic beverage in a container that holds more than a gallon. The commissioner shall approve a statewide list of the designated areas and update it at least annually. The list shall be published on the office's public website. Notice of the designated areas shall be posted in the appropriate regional, park and historic site offices and entrances.
  4. Upon recommendation of the director of law enforcement or a regional director and when necessary to protect public health, safety and welfare during any special event or incident on property under the office's jurisdiction, the commissioner may temporarily suspend any of the exceptions listed in this subdivision and shall provide public notice of the suspension by appropriate signage.
- c. Minimum Age
  1. It is prohibited for any person under the age of twenty-one (21) to possess, possess with intent to consume, consume, or transport in an open container any alcoholic beverage on property under the jurisdiction of the office. No person shall provide, sell, give, or otherwise transfer an alcoholic beverage to a person under the age of twenty-one (21).
- d. Enforcement
  1. On property under the office's jurisdiction a police officer, or peace officer acting pursuant to his or her special duties, as defined in section 1.20 of the criminal procedure law, or park ranger delegated authority by the commissioner may confiscate any alcoholic beverage from any person if the alcoholic beverage is not authorized under this part to be possessed, possessed with intent to consume, consumed, transported in an open container or sold. Any alcoholic beverage confiscated shall be deemed a nuisance and shall be disposed of in accordance with the established procedures of the law enforcement agency that confiscated it.
  2. Failure to comply with the Park may result in revocation of any standard permit issued under paragraph 2 of subdivision b of this section.
  3. Failure to comply with the Park is also a violation under Section 27.11 of the parks, recreation and historic preservation law and Sections 10.00(3) and 80.05(4) of the penal law, and a petty offense under Section 1.20(39) of the criminal procedure law. The uniform ticket issued to a violator is adjudicated in the local court that has jurisdiction over the geographic area where the state park, historic site or other OPRHP property is located. Upon conviction the local court may impose a sentence of up to 15 days in jail or a fine of up to \$250.00 and payment of any additional local surcharge required by Section 27.12 of the parks, recreation and historic preservation law.
- e. Severability
  1. If a court of competent jurisdiction determines that any provision of the Park or its application to any person or circumstance is contrary to law that determination shall not affect or impair the validity of the other provisions of the Park or the application to other persons and circumstances.

**Insurance Requirements:**

Insurance is required for the following permits: Caterer, Inflatable Air Device and Outside Tent Rental. Insurance Requirements are as follows:

Public Liability Insurance in the amount of \$2,000,000 aggregate/\$1,000,000 per occurrence, and Property Damage in the amount of \$100,000 per occurrence is required in the Permittee's/Vendor's name as well as protect The Office of Parks, Recreation & Historic Preservation, The State of New York, Their Officers and Employees from and claims for damages to property and for personal injuries, including death, which may arise from the operation of this permit by the Permittee. The Office of Parks, Recreation & Historic Preservation, The State of New York, Their Officers, Agents and Assignee's shall be named as additional insured in such policies specifically as follows:

**THE PEOPLE OF THE STATE OF NEW YORK**

Policies or Certificates of Insurance shall be delivered to The Office of Parks, Recreation & Historic Preservation with full premiums paid before the commencement of any operations by Permittee. All policies of any nature shall be subject to the approval of The Office of Parks, Recreation & Historic Preservation for adequacy, form of protection, and amount of coverage. New York State Parks, Recreation & Historic Preservation will not issue a permit unless the following is received a minimum of four weeks in advance: Proper Insurance Certificates, Location approved by Parks Representative (as applicable), and Vendor's Service and Food Service Permit.