

**GLEN PARK PAVILION
PERMIT INFORMATION SHEET**

All building reservations are on a 'first come, first served' basis. All fees are due up front.

Your reservation will be confirmed after full payment is received. Rental fee and security deposit (separate check) must be included with your completed application form. A limited number of tables and chairs are available in the building.

All Park rules and regulations apply, visit <http://village.williamsville.ny.us/GlenParkRulesRegulations.pdf> for more information. **No party tents, canopies, bounce houses or inflatable and other entertainment apparatus are allowed.** No animals. No Alcohol. Use of the wood burning stove is **NOT** permitted.

PAYMENT: *Sorry, No Credit Cards.* Cash or Check only. Make checks payable to **Glen Park**. Security deposit must be on a separate check.

You must keep the approved permit with you on the day of the event. Permit serves as only proof of your reservation.

IMPORTANT: CANCELLATION POLICY

Your **SECURITY DEPOSIT, and MAYOR'S PERMIT FEES (if applicable)** will be refunded in full. Your **PERMIT FEE(s)** will be refunded **50%** if **WRITTEN** notice of cancellation is received **NO LATER THAN 30 DAYS PRIOR TO CONFIRMED EVENT DATE**. We regret that no permit fees will be refunded if written notice is not received **AT LEAST 30 DAYS PRIOR TO THE EVENT**. Please send your written notice of cancellation to Village of Williamsville, Attn: Clerks Office, 5565 Main St. Williamsville, NY 14221.

If you have any questions, please contact the Village Clerk's office at 632-4120, ext 3010, Monday – Friday 8:00am-4:00pm

FEE SCHEDULE

All fees (including required security deposit) are due at time of application.

Glen Park Pavilion (Capacity – 75 persons)		\$75.00
SECURITY DEPOSIT	Sec. Dep.	\$75.00
Returnable after inspection of premises		(sep. check)
	Total Fees	\$ _____

NOTE: Temporary bathroom facilities are available within the Park, but not the Noll Nature Center, from May 15th to October 20th.

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**GLEN PARK
RULES and REGULATIONS
Hours – 8A.M. to 10 P.M.**

In Case of EMERGENCY – Call Amherst Police 689-1311

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NO sound amplification

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NO tents or canopies

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NO chairs or picnic tables

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NO bounce houses or inflatable and other entertainment apparatus

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NO firearms or fireworks

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DO NOT damage or deface property or equipment

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DO NOT feed animals

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Refuse must be placed in containers

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NO motorized vehicles

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NO swimming or wading

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NO ALCOHOLIC BEVERAGES

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NO dogs or horses allowed

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NO skateboards, bicycles, unicycles, roller skates or roller blades

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NO sports games

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Limousines must park in designated lot

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All forms of vehicular transportation must use designated parking lots

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Weddings: simple ceremonies ONLY