VILLAGE OF WILLIAMSVILLE ISLAND PARK RENTAL INFORMATION

All reservations are on a "first come, first served" basis. All fees are due at the time of the rental.

Your reservation is confirmed and guaranteed with Village Board approval and full payment is received. Rental fee(s), security deposit and alcoholic beverage application fee must be included with your completed application form(s).

PAYMENT: Sorry, no credit cards. Cash or check only. Make checks payable to Village of Williamsville. Security deposit must be on separate check, which will be deposited if rental is more than 90 days out and returned to applicant upon inspection of island.

Your approved and receipted permit (s) will be mailed to you. You must keep the approved permit(s) with you on the day of the event. Permit serves as only proof of your reservation.

NOTE: There is no guarantee of availability of grills, electric service, and picnic tables. Annual maintenance is required on the Town parking lot and availability of the parking lot is not guaranteed. We will attempt to notify you if this is the situation. We apologize for any inconvenience this may cause.

NO BOUNCE HOUSES OR INFLATABLE AND OTHER ENTERTAINMENT APPARATUS. NO ANIMALS.					
ISLAND PARK – ALL ISLAND RENTAL Requires approval by Village Board Island may not be closed off to the general Not-for-Profit Groups	public		\$500.00		
All other functions			\$1,500.00		
SECURITY DEPOSIT (Same amount as Is Extra-ordinary costs incurred by the Village be deducted from your security deposit. Place is associated with this event and the permit deposit will be forfeited.	due to excessive ease note: If an	mplified sound	Security Deposit		
GARBAGE SERVICES – Multiple Day Eve A dumpster will be made available for your		ude cost of dispos	\$250.00		
CLEAN UP SERVICES			\$275.00		
Base fee for Village providing cleanup for y more than \$275.00, any additional cost will	our event. Sho be deducted fro	uld the actual cos om your security o	t be deposit		
ALCOHOL PERMIT If alcohol will be served, an alcohol permit for	YES ee is required.	NO	\$75.00		
ALCOHOL PERMIT-Vendor Event Number of Vendors	YES	NO	\$250.00 per vendor		
TENT(S) Tents larger than 400 square feet require a the Building Department. Tents must be re noon on the first business day after your ev	moved from the	permit from	\$75.00		
PORT-A-JOHN(S) Must be rented (at your The Village recommends a minimum of 3 (b Port-a-Johns must be removed by noon on	ased on expec	ted number in atte	endance).		
YENDORS YES NO \$25.00 per vendor You must provide the Village of Williamsville with a list of all vendors that will be on the Island. All vendors must provide the Village of Williamsville with a certificate of insurance naming the Village as additional insured (sample attached), unless you carry event insurance which specifically covers your vendors.					
TOTAL					
INSURANCE Certificate of Insurance required naming the	e Village of Willi	amsville as additi	onal insured (sample attached).		
WALK THROUGH A walk through of the island will be held at a	11:00am the Fri	day before your e	event. List contact below:		
Name:	Cell Phone:				
Email:					

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You must keep the approved permit with you the day of the event

RESERVATION DATE					
APPLICANT:					
MAILING ADDRESS:					
			Zip		
PHONE:	(w)	(h)	(c)		
BETWEEN HOURS OF	-: and	(Park opens	(Park opens at 8 AM & closes at 10 PM)		
PURPOSE:					
NUMBER OF PEOPLE	ATTENDING EVEN	T:			
your application. Ple bring onto the island issuance of a separat	ease include informa (i.e. beer truck, sou e <u>Mayor's Permit</u> . <u>Æ</u> S SO WILL RESULT IN	ation on any extrao und system, etc.) E ABSOLUTELY NOTHING A FORFEITURE OF YO	nt on a separate page and submit with rdinary items your group proposes to extraordinary items require review and MAY BE ATTACHED TO ANY VILLAGE MURA OUR SECURITY DEPOSIT. NO EXCEPTIONS Ition forms.		
<u>full</u> . Your SHELTER PER <u>than 30 days prior to con</u>	IT, ALCOHOL PERMIT MIT FEE(s) will be refu firmed event date. We prior to the event. Ple	unded at <u>50%</u> if <u>WRITT</u> e regret that no Permit ease send your <u>written</u>	MIT FEES (if applicable) will be refunded in EN notice of cancellation is received no late Fees will be refunded if written notice is no notice of cancellation c/o Village Clerk, 5568		
PLEASE SEE ATTACH					
of Williamsville laws a that I must cancel my terms. I understand t permit is violated, I	and regulations by a event, I have read a hat if there is an an will forfeit my secunsurance naming the	all members of my and understand the aplified sound perm urity deposit. I also he Village as addition	sponsible for observance of all Village group. I understand that in the even "cancellation policy" and agree to its nit associated with this rental and tha so understand that I must provide a onal insured, as outlined in the Island		
			Date:		
Signature of Applican		>>>>>>>>	>>>>>>>>>		
OFFICE USE ONLY					
Approved by Mayor: _			Date:		
Approved by Village Cle	erk:		Date:		
Approved by Amherst F	Police:		Date:		
Permit Fee: \$	Receipt #: _		Date:		