

**VILLAGE OF WILLIAMSVILLE**  
**SHELTER PERMIT**

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

RESERVATION DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
(Security deposit check will be mailed back to the person named above as "Applicant")

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_

PHONE: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

REQUEST USE OF: Island Park Large Shelter Island Park Small Shelter  
Garrison Park Shelter

**BETWEEN HOURS OF:** \_\_\_\_\_ and \_\_\_\_\_ *(Parks open at 8 AM & close at 10 PM)*

PURPOSE: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING EVENT: \_\_\_\_\_

**MISCELLANEOUS:** Indicate below any extraordinary item your group proposes to bring into the park (i.e. beer truck, sound system, etc.) Extraordinary items require review and issuance of a separate Mayor's Permit. No animals, tents, or unusual apparatus or amusement devices are allowed. Please call 632-4120, ext. 3010 for further details and application forms.

PLEASE SEE ATTACHED PARK REGULATIONS and CANCELLATION POLICY

I certify that I am at least 21 years of age and agree to be responsible for observance of all Village of Williamsville laws and regulations by all members of my group. I understand that in the event that I must cancel my event, I have read and understand the "cancellation policy" as stated on the Shelter Rental Information Sheet and agree to its terms. I understand that if there is an amplified sound permit associated with this rental and that permit is violated, I will forfeit my security deposit. I also understand that I must provide a signed waiver, or certificate of liability insurance naming the Village as additional insured, as outlined in the Shelter Rental Information.

\_\_\_\_\_  
Signature of Applicant Date: \_\_\_\_\_

OFFICE USE ONLY

Approved by Village Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

## VILLAGE OF WILLIAMSVILLE SHELTER RENTAL INFORMATION

**All shelter reservations are on a "first come, first served" basis. All fees are due up front.**

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

**CANCELLATION POLICY:** See below.

No tents or canopies. No bounce houses or entertainment apparatus. No animals.

**ALCOHOL**, including beer and/or wine, is prohibited in Garrison Park. Alcohol is allowed only in Island Park and ONLY with approved separate permit.

**PAYMENT:** Sorry, no credit cards. Cash or Check only. Make checks payable to Village of Williamsville. Security deposit must be on separate check, which is held and returned to applicant upon inspection of shelter.

**INSURANCE/WAIVER:** A waiver must be signed for individuals renting shelters. Businesses and other entities must provide the Village with a certificate of liability insurance, naming the Village as a certificate holder and additional insured on the general liability and excess liability on a primary and non-contributory basis. Certificate must also include a waiver of subrogation in favor of the Village of Williamsville. Indemnification and hold harmless agreement attached is also required.

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. There is no guarantee of availability of wading pools. Applicant is reserving the shelter space only. 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.

### FEE SCHEDULE

All fees are due at time of application, including the security deposit

**Island Park Pavilion (180 person capacity)**

(Approximately 12 picnic tables)

Personal/Family/Charitable Activities	\$150.00	
All other functions	\$250.00	

**Island Park Picnic Shelter (40 person capacity)**

(Approximately 4 picnic tables)

	\$50.00	
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**Garrison Park Picnic Shelter (40 person capacity)**

(Approximately 4 picnic tables)

	\$ 50.00	
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**SECURITY DEPOSIT (Same amount as shelter fee)**

	Security Dep.	
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Please provide a separate check.

Security check will be returned after inspection of premises (Subject to Village Board approval)

***Please Note: If amplified sound is associated with this event and the permit is violated, your security deposit will be forfeited.***

**ALCOHOL PERMIT (If alcohol will be served)**

	\$75.00	
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(Island Park only)

	Other fees	
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	<b>TOTAL FEES</b>	
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### IMPORTANT: CANCELLATION POLICY

Your SECURITY DEPOSIT, ALCOHOL PERMIT AND MAYOR'S PERMIT FEES (if applicable) will be refunded in full. Your SHELTER PERMIT FEE(s) will be refunded at 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 c/o Village Clerk, 5565 Main St., Williamsville, NY 14221.

Revised June 2016





Village of Williamsville, NY  
Wednesday, July 22, 2015

## Chapter 70. Parks and Public Areas

### Article I. Regulations for Glen Park

#### § 70-12. Alcoholic beverages.

No alcoholic beverages shall be consumed in Glen Park.

### Article II. Public Parks and Recreation Areas

#### § 70-22. Alcoholic beverages.

- A. Possession of any alcoholic beverages in any village park or recreation area without an alcoholic beverage permit is prohibited.
- B. An alcoholic beverage permit shall be granted only upon the condition that the applicant for such permit agrees in writing to the following:
  - (1) To observe faithfully all laws regulating the consumption of alcoholic beverages.
  - (2) To assume full responsibility for any injury or damage to persons or property as a result of the presence or consumption of such alcoholic beverages.
  - (3) To police the conduct of all persons comprising the party to which the permit is granted so as to prevent any disorderly conduct, drunkenness or other conduct of such a nature as to materially impair the enjoyment of other persons legally using the park or recreation area.

# **SHELTER PERMIT RULES and REGULATIONS**

## **Hours – 8A.M. to 10 P.M.**

**In Case of EMERGENCY – Call Amherst Police 689-1311**

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**Alcoholic beverages require special permit.  
(No Alcoholic beverages allowed in Garrison Park)**

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**Entertainment and amplified music  
requires a special Mayor's permit**

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**(Rental Fee and Refundable Deposit Required)**

**See Village Clerk's Office**

**Monday – Friday – 8 am. To 4 pm.**

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**DO NOT REMOVE PICNIC TABLES**

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**All decorations MUST be removed including:  
Signs, Tacks, Nails, Staples, Tape, etc.**

\*

**Balloons and six pack rings must be disposed of properly.  
(These items present a danger to wildlife.)**

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**Structure must be left in a clean condition with all trash  
and food placed in receptacles in tied plastic bags.**

\*

**All vehicles must be removed immediately to the  
Municipal lot after unloading or loading.**

\*

**Do not feed the wildlife**

\*

**Fees are nonrefundable.**

**Thank you for your cooperation. Your help keeps Williamsville Parks among the finest in New York State.**