

VILLAGE MEETING HOUSE
 5658 MAIN ST., WILLIAMSVILLE, NY 14221
 Call Village Hall - 632-4120
PERMIT APPLICATION

Please Print

DATE SUBMITTED: _____

YOUR NAME AND/OR ORGANIZATION/GROUP _____

ADDRESS _____

EMAIL ADDRESS _____

DATE(S) REQUESTED _____ TIME (OPENED) _____ TIME (CLOSED) _____
 REQUESTED _____ TIME (OPENED) _____ TIME (CLOSED) _____

ACTIVITY/PURPOSE _____

PERSON IN CHARGE _____

Phone (Day & Eve.) _____

ADDRESS (If Different) _____

NUMBER OF PEOPLE EXPECTED? _____

I have received and agree to the Rules and Regulations for The Meeting House use:

.....Date:

Signature of Applicant

FEES:

• **General Use:**

___ \$100.00 per Day + \$100.00 Security Deposit

___ * \$50.00 per Day + \$100.00 Security Deposit

(Only for youth groups, seniors, Village Community Organizations, rehearsal groups (other than wedding rehearsal) and not-for-profit groups)

• **Weddings:**

___ \$200.00 Wedding only + \$100.00 Security Deposit

___ \$300.00 Wedding & Rehearsal + \$100.00 Security Deposit

\$ _____ **TOTAL FEES (ENCLOSED)**

-SECURITY DEPOSIT - Please send a separate check for the security deposit. This amount is refundable after inspection of premises, subject to Village Board approval. Refund of security deposit takes approximately 2-3 weeks from date of event.

-CANCELLATION FEE POLICY - 50% refund with 30 days written notice. If less than 30 days written notice, no refund.

PLEASE FILL OUT PERMIT APPLICATION AND WAIVER, AND RETURN TO:

Village Hall, 5565 Main St., Williamsville, NY 14221

FEES ARE DUE AS NOTED ABOVE - APPROVED PERMIT WILL BE MAILED TO YOU

Cash or check should be made payable to: Village of Williamsville. Credit cards not accepted.

APPROVED BY: (VILLAGE CLERK)

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 for the Garrison Park wading pool. 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	\$250.00	
All other functions	\$700.00	

Island Park Picnic Shelter (40 person capacity)

(Approximately 4 picnic tables)

\$75.00

Garrison Park Picnic Shelter (40 person capacity)

(Approximately 4 picnic tables)

\$125.00

SECURITY DEPOSIT (Same amount as shelter fee)

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.

Security Dep.

ALCOHOL PERMIT (If alcohol will be served)

(Island Park only)

\$75.00

Other fees

TOTAL FEES

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 Jan 2020

WAIVER AND INDEMNITY AGREEMENT

I, _____ [herein known as "Permit Holder"], shall indemnify, defend and hold the Village of Williamsville, and all of its agents, employees, officers, trustees, representatives, insurers, successors and assigns [herein "the Village"], harmless against and from any and all claims, actions, causes of action, suits, proceedings, losses, damages, liabilities, costs, expenses, judgments and demands whatsoever, in law or in equity (including, but not limited to those arising out of or in connection with any bodily injury or death) arising out of or in connection with Permit Holder's use of Island Park Pavilion, Island Park Picnic Shelter, Garrison Park Picnic Shelter or the Village Meeting House [herein "the Licensed Premises"], or from any act, omission, activity, work, or thing done, permitted or suffered by Permit Holder in or about the Licensed Premises, and shall further indemnify, defend default in the performance of any obligation on Permit Holder's part to be performed under the terms of the Rental Agreement, or arising from any act, neglect, fault, or omission of Permit Holder, or said Permit Holder's employees, contractors, agents and invitees, and from and against all costs, attorney's fees, expenses, damages and liabilities arising out of or in connection with any claim, action or proceeding brought thereof, including claims related to the granting of an Alcohol Permit (where applicable), and in case any action or proceeding be brought against the Village by reason of such claim, Permit Holder, upon notice form the Village, shall defend the same, at Permit Holder's expense, by counsel selected by the Village. Permit Holder, as a material part of the consideration to the Village for granting the Permit, hereby assumes all risk of damage to property or injury to persons in or about the Licensed Premises from any cause whatsoever. Permit Holder hereby waives all claims in respect thereof against the Village. The obligations of Permit Holder arising by reason of any occurrence taking place during the time period the Permit Holder utilizes the Licensed Premises shall survive any termination of the Rental Agreement or the Permit.

AGREES, that all Users are responsible for educating themselves on Center for Disease Control (CDC) and New York State Department of Health (DOH) guidelines for protecting against transmission of COVID-19, including recommended or required use of facial coverings and social distancing. Users agree to indemnify and hold the Village harmless against any claims for liability of the transmission of COVID-19 that may occur during an event.

STATE OF NEW YORK)

: ss.:

COUNTY OF ERIE)

On the _____ day of _____, 20_____, before me personally appeared _____ to me known, and known to me to be the same person described in and who executed the within instrument and he/she acknowledged to me that he/she executed same.

Notary Public

VILLAGE OF WILLIAMSVILLE

ALCOHOLIC BEVERAGE PERMIT

Island Park Only

(Applicant must carry this permit day of the event)

Permit Reservation Date: _____

Applicant: _____
(must be at least 21 years of age)

Address: _____

Contact Phone Number *(between 8am and 4pm)*: _____

Fee: \$75.00 **NO GLASS CONTAINERS ALLOWED**
"Alcohol" includes beer and/or wine

SEE ATTACHED ALCOHOLIC BEVERAGE REGULATIONS

I certify that I am 21 years of age or older and agree to be responsible for observance of all Village of Williamsville laws and regulations by all members of my group.

Signature of Applicant Date: _____



OFFICE USE ONLY

Approved by Village Clerk: _____ Date: _____

Fee Received: \$ _____ Receipt # _____ Date: _____

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)**

*

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

*

(Rental Fee and Refundable Deposit Required)

See Village Clerk's Office

Monday – Friday – 8 am. To 4 pm.

*

DO NOT REMOVE PICNIC TABLES

*

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.)

*

**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.

VILLAGE MEETING HOUSE
5658 MAIN ST., WILLIAMSVILLE, NY 14221
Call Village Hall - 632-4120
RULES & REGULATIONS

Built in 1871, the Village Meeting House has been named to the National Register of Historic Places

The following Rules & Regulations must be adhered to by anyone issued a permit:

1. The Meeting House is a smoke-free environment.
2. Please do not attach anything to the woodwork or walls.
3. No furniture or other items may be moved outside.
4. Building use is limited to first floor.
5. Please remove any items brought into the building for your use at the end of your function. *This includes food, beverages, containers, and all related garbage.* We appreciate you leaving the building in the same condition you found it.
6. Once the building has been opened, please make sure a responsible individual is present at all times; please do not leave the building unlocked and unattended.
7. Reimbursement for any damages is the responsibility of the 'Applicant'.
8. **PIANO USE:** Please call Village Hall at 632-4120, Ext. 3010 for permission. Permission will only be granted to qualified individuals. Piano must *not* be moved across the floor or from its present location (damage could occur to the floor and the 2 trap doors that exist in the stage).
9. **SNOW REMOVAL** - The Village of Williamsville maintains snow removal of the driveway and sidewalks to the best of our ability. Should unforeseen circumstances cause the sidewalks to be blocked, a shovel has been placed in the building for your convenience.
10. **HEAT** - When heat is required, renter is responsible for turning the heat on and off. **There is no air-conditioning.**
11. **Parking** is available in the designated lot at the rear of the building.
12. **LIGHTING** - String lights in the main hall are seasonal only. String lights remain up during December through early January.

A tour of the building can be arranged by calling Village Hall at 632-4120

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FREQUENTLY ASKED QUESTIONS

Q: What type of events can the Meeting House be used for?

A: Meetings, weddings, concerts, public gatherings and plays, to name a few.

Q: Is the building fully accessible with restrooms?

A: Yes, use is limited to the first floor which is fully ADA accessible.

Q: How can I rent the Meeting House?

A: An application can be obtained at the Village website: www.walkablewilliamsville.com or by calling Village Hall at 632-4120, Ext. 0.

Q: How much does it cost to rent?

A: From \$50.00 to \$100.00 for general use (Refer to Permit Application)

Q: How much are wedding rentals?

A: \$200.00 for wedding only. \$300.00 for wedding & rehearsal.

Q: What is the capacity?

A: 150 people

Q: Is a kitchen facility available for use?

A: No

Q: Is parking available?

A: Yes, there is a designated lot at the rear of the building.

Q: What amenities are available?

A: Piano and projection capabilities available upon request.

Q: Can the windows be opened?

A: No, the windows do not open. There is no air conditioning.