

**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: .....

**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 and hold the Village harmless against and from any and all claims arising from any breach or 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 from 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.

\_\_\_\_\_  
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*

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**RULES & REGULATIONS**

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

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**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](http://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.