

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	_____
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Garrison Park Picnic Shelter (40 person capacity)

(Approximately 4 picnic tables)

	\$125.00	_____
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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.	_____
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ALCOHOL PERMIT (If alcohol will be served)

(Island Park only)

	\$75.00	_____
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	Other fees	_____
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	TOTAL FEES	_____
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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 Jan 2020

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.

Date: _____

Signature of Applicant

OFFICE USE ONLY Rev. Jan 2020

Approved by Village Clerk: _____ Date: _____

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