# 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, <u>no credit cards</u>. Cash or Check only. Make checks payable to Village of Williamsville. Security deposit must be on <u>separate check</u>, 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.

## 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 All other functions	\$150.00 \$250.00	
Island Park Picnic Shelter (40 person capacity) (Approximately 4 picnic tables)	\$50.00	
Use of Entire Island (Village Board Approval Required) (Island may not be completely closed off to residents)		
Community Events/Not-for Profit Groups All other functions	\$250.00 \$1,000.00	
Garrison Park Picnic Shelter (40 person capacity) (Approximately 4 picnic tables)	\$ 50.00	
SECURITY DEPOSIT (Same amount as shelter fee) Please provide a separate check.	Security Dep.	
Security check will be returned after inspection of premises (Subject to Village B	oard approval)	
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 <u>full</u>. Your SHELTER PERMIT FEE(s) will be refunded at <u>50%</u> if <u>WRITTEN</u> notice of cancellation is received <u>no later</u> <u>than 30 days prior to confirmed event date</u>. 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 <u>written</u> notice of cancellation c/o Village Clerk, 5565 Main St., Williamsville, NY 14221.

Revised 07/2012

## VILLAGE OF WILLIAMSVILLE SHELTER PERMIT

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

RESERVATION DATE:	:		
APPLICANT:	ck will be mailed back to th	ne person na	amed above as "Applicant")
		-	
			Zip
PHONE: (w)	(h)	(c)	
REQUEST USE OF:	Island Park Large Shelter Island Park Entire Island	·	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 <u>Mayor's Permit</u>. 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 also 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 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. 05/2012
Approved by Village Clerk:		Date:	
Permit Fee: \$	Receipt #:	Date:	

5565 Main St., Williamsville, NY 14221 • (716) 632-4120 • Fax (716) 632-5009

# 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	e Number (between 8am and 4pm):
Fee: \$75.00	NO GLASS CONTAINERS ALLOWED "Alcohol" includes beer and/or wine
SEE ATTACH	IED ALCOHOLIC BEVERAGE REGULATIONS
I certify that I a	um 21 years of age or older and agree to be responsible for
observance of a	all Village of Williamsville laws and regulations by all
members of my	group.

		Date:	
Signature of Applicant			
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OFFICE USE ONLY			
Approved by Village C	lerk:	Date:	
Fee Received: \$	Receipt #	Date:	-