

**NOLL NATURE BUILDING at GLEN PARK
PERMIT INFORMATION SHEET**

All building reservations are on a 'first come, first served' basis. All fees are due up front.

Your reservation is confirmed and guaranteed when full payment is received. Rental fee and security deposit (separate check) must be included with your completed application form. A limited number of tables and chairs are available in the building.

All Park rules and regulations apply, visit <http://village.williamsville.ny.us/glenParkRulesRegulations.pdf> for more information. No party tents, canopies, bounce houses or entertainment apparatus are allowed. No animals. No Alcohol.

PAYMENT: Sorry, No Credit Cards. Cash or Check only. Make checks payable to **Glen Park**. Security deposit must be on separate check.

You must keep the approved permit with you on the day of the event. Permit serves as only proof of your reservation.

IMPORTANT: CANCELLATION POLICY

Your **SECURITY DEPOSIT AND MAYOR'S PERMIT FEES (if applicable)** will be refunded in full. Your **SHELTER PERMIT FEE(s)** will be refunded 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.

If you have any questions, please contact the Village Clerk's office at 632-4120, ext 3010.

FEE SCHEDULE

All fees (including required security deposit) are due at time of application. This fee schedule was approved by the Glen Park Joint Board on 4/6/2010, the Amherst Town Board, and the Village Board, and is as follows:

NOLL NATURE CENTER (Lg. Capacity – 75 persons)	\$75.00
SECURITY DEPOSIT	\$75.00
Must be a separate check	
Returnable after inspection of premises; subject to approval by Joint Board	
BATHROOM SURCHARGE (October 21 st to May 14 th)	\$ _____
Total Fees	\$ _____

NOTE: Temporary bathroom facilities are available within the Park, but not the Noll Nature Center, from May 15th to October 20th.

