

**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 + \$250.00 Security Deposit

(Monday - Thursday General Use rentals may qualify for a 25% discount on the Fee only)

\_\_\_\_\_ \* \$50.00 per Day + \$250.00.00 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 + \$250.00 Security Deposit

\_\_\_\_\_ \$300.00 Wedding & Rehearsal + \$250.00 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 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.

**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     )

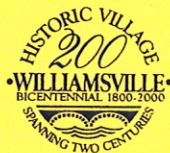
On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known, and known to me to be the same person described in and who executed the within instrument and he/she acknowledged to me that he/she executed same.

\_\_\_\_\_  
Notary Public



# Village of Williamsville

716-632-4120  
FAX: 716-632-6009  
www.walkablewilliamsville.com



5565 Main Street  
Williamsville, New York 14221

## VILLAGE OF WILLIAMSVILLE

### MEETING HOUSE & MUSEUM

#### 5658 Main Street

Call Village Hall at 632-4120, Ext. 3010 for more information

*Built in 1871, the Village Meeting House building has been named to the National Historic Register. The following regulations must be strictly adhered to by anyone issued permission for use:*

#### REGULATIONS

1. Smoking is prohibited in the building.
2. Nothing is to be attached to woodwork or walls by any means.
3. Decorations – please keep it simple. You will be allowed 2 hours prior to opening on the wedding date or on the rehearsal date (if it is the day prior). Also, please allow yourself enough time to remove all decorations.
4. Any items brought into the building for your use must be removed at the end of that function, including food, beverages, containers, and all related garbage. What comes in, must be taken out.
5. Building use is strictly limited to first floor only.
6. The building will be available to any group or individual, Village residents taking precedence, as long as regulations are met and building is used with respect.
7. A responsible individual must be in charge of the group to which the permit is granted.
8. A responsible individual must be in the building at all times once the building is opened.
9. Reimbursement for any damages is the responsibility of the "Applicant".
10. 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.
11. SNOW REMOVAL – Sidewalk shoveling is responsibility of renter. A shovel has been placed at the Meeting House for your use.
12. HEAT/AIR CONDITIONING – When heat or air conditioning is required, you may turn up or down as needed, however, **DO NOT HOLD** the temperature.
13. Limited parking is available in the designated lot at the rear of the building.





**VILLAGE OF WILLIAMSVILLE – THE MEETING HOUSE**  
5658 MAIN ST., WILLIAMSVILLE, NY 14221  
**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.village.williamsville.ny.us](http://www.village.williamsville.ny.us) or by calling Village Hall at 632-4120, Ext. 0.

**Q: How much does it cost to rent?**

A: From \$50.00 to \$150.00 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: 180 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, sound, microphone and projection capabilities available upon request.

**Q: Can the windows be opened?**

A: No, the windows do not open. The building is air conditioned.