### **VILLAGE OF WILLIAMSVILLE ISLAND PARK 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 with Village Board approval and full payment is received. Rental fee(s), security deposit and alcoholic beverage application fee must be included with your completed application form(s).

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 island.

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. 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.

All fees are due at time of application, including the security deposit

ISLAND PARK – ALL ISLAND RENTAL	• • • • •			
(Island may not be completely closed off to res Not-for-Profit Groups	sidents)	\$500.00		
All other functions		\$1,000.00		
SECURITY DEPOSIT – Will be refunded 30 days after event. \$1,000.00 Extra-ordinary costs incurred by the Village due to excessive cleanup will be deducted from your security deposit. Please note: If amplified sound is associated with this event and the permit is violated, your security deposit will be forfeited.				
GARBAGE SERVICES A dumpster will be made available for your use	e. Fees include cost of disposa	\$250.00al.		
CLEAN UP SERVICES YES Base fee for Village providing cleanup for your Should the actual cost be more than \$275.00,		\$275.00ucted from your security deposit.		
ALCOHOL PERMIT YES If alcohol will be served or sold, an alcohol per		\$75.00		
TENT(S) YES Tents larger than 400 square feet require Tents must be removed from the Island by	a fire prevention permit forr	n the Building Department. day after your event.		
PORT-A-JOHN(S)  Please check if you will be using port-a-job Port-a-Johns must be removed by noon o	hns (at your own cost).	r your event.		
<u>VENDORS</u> YES NO You must provide the Village of Williamsville with a list of all vendors that will be on the Island. All vendors must provide the Village of Williamsville with a certificate of insurance naming the Village as additional insured (sample attached), unless you carry event insurance which specifically covers your vendors.				
INSURANCE Certificate of Insurance required naming the Village of Williamsville as additional insured (sample attached).				
WALK THROUGH  A walk through of the island will be held at 11:00am the Friday before your event. List contact below:				
Name:	•			
Email:				
<b>—</b> ———————————————————————————————————				

# VILLAGE OF WILLIAMSVILLE ISLAND PARK RENTAL

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

RESERVATION DATE:		
APPLICANT:		
(Security dep	osit will be refu	nded to the person named above as "Applicant")
MAILING ADDRESS:		
		Zip
PHONE: (w)	(h)	(c)
BETWEEN HOURS OF:	and	(Park opens at 8 AM & closes at 10 PM)
PURPOSE:		
NUMBER OF PEOPLE ATT	ENDING EVENT	:
your application. Please in bring onto the island (i.e. b	nclude informat eer truck, sound	mary of your event on a separate page and submit with ion on any extraordinary items your group proposes to d system, etc.) Extraordinary items require review and ease call 632-4120, ext. 3010 for further details and
<u>full</u> . Your SHELTER PERMIT F than 30 days prior to confirmed	COHOL PERMIT A EE(s) will be refund event date. We re- to the event. Please	F: CANCELLATION POLICY IND MAYOR'S PERMIT FEES (if applicable) will be refunded in ded at 50% if WRITTEN notice of cancellation is received no later gret that no Permit Fees will be refunded if written notice is not e send your written notice of cancellation c/o Village Clerk, 5565
Р	LEASE SEE AT	TACHED PARK REGULATIONS
of Williamsville laws and re that I must cancel my even terms. I understand that if permit is violated, I will fort	egulations by all t, I have read an there is an amp feit my security	nd agree to be responsible for observance of all Village members of my group. I understand that in the event ad understand the "cancellation policy" and agree to its lified sound permit associated with this rental and that deposit. I also understand that I must provide a Village as additional insured, as outlined in the Island
		Date:
Signature of Applicant		
OFFICE USE ONLY	>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Approved by Mayor:		Date:
Approved by Village Clerk: _		Date:
Approved by Amherst Police:	·	Date:
Permit Fee: \$	_ Receipt #:	Date:

#### VILLAGE OF WILLIAMSVILLE

# ALCOHOLIC BEVERAGE PERMIT

## Island Park Only

(Applicant must carry this permit day of the event)

Permit Reservation Dat		Permit Reservation Date:	
Applicant:			
	(must be at least 2	21 years of age)	
Address:			
<b>Contact Phone</b>	Number (between	8am and 4pm):	
Fee: \$75.00	NO GLASS CONTAINERS ALLOWED "Alcohol" includes beer and/or wine		
I certify that I a	m 21 years of ag ll Village of Will	IC BEVERAGE REGULATIONS  e or older and agree to be responsible for iamsville laws and regulations by all	
		Date:	
Signature of Ap >>>>>  OFFICE USE	plicant >>>>>	·>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Approved by V	illage Clerk:	Date:	
Approved by M	Mayor:	Date:	
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