

# 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 residents)

Not-for-Profit Groups \$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** \$250.00 \_\_\_\_\_

A dumpster will be made available for your use. Fees include cost of disposal.

**CLEAN UP SERVICES**      YES \_\_\_\_      NO \_\_\_\_ \$275.00 \_\_\_\_\_

Base fee for Village providing cleanup for your event.

Should the actual cost be more than \$275.00, any additional cost will be deducted from your security deposit.

**ALCOHOL PERMIT**      YES \_\_\_\_      NO \_\_\_\_ \$75.00 \_\_\_\_\_

If alcohol will be served or sold, an alcohol permit fee is required.

**TOTAL FEES** \_\_\_\_\_

**TENT(S)**      YES \_\_\_\_      NO \_\_\_\_

Tents larger than 400 square feet require a fire prevention permit form the Building Department.

Tents must be removed from the Island by noon on the first business day after your event.

**PORT-A-JOHN(S)**      YES \_\_\_\_      NO \_\_\_\_

Please check if you will be using port-a-johns (at your own cost).

Port-a-Johns must be removed by noon on the first business day after your event.

**VENDORS**      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:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



