

# 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, 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 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	\$150.00	
All other functions	\$250.00	

**Island Park Picnic Shelter (40 person capacity)**

(Approximately 4 picnic tables)

	\$50.00	
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**Use of Entire Island (Village Board Approval Required)**

*(Island may not be completely closed off to residents)*

Community Events/Not-for Profit Groups	\$250.00	
All other functions	\$1,000.00	

**Garrison Park Picnic Shelter (40 person capacity)**

(Approximately 4 picnic tables)

	\$ 50.00	
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**SECURITY DEPOSIT (Same amount as shelter fee)**

Please provide a separate check.

Security check will be returned after inspection of premises (Subject to Village Board approval)

	Security Dep.	
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**ALCOHOL PERMIT (If alcohol will be served)**

(Island Park only)

	\$75.00	
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	Other fees	
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	<b>TOTAL FEES</b>	
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### IMPORTANT: CANCELLATION POLICY

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

**Revised 07/2012**

