

VILLAGE OF WILLIAMSVILLE ISLAND PARK RENTAL INFORMATION

All reservations are on a "first come, first served" basis. All fees are due at the time of the rental.

Your 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 will be deposited if rental is more than 90 days out 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.

NO BOUNCE HOUSES OR INFLATABLE AND OTHER ENTERTAINMENT APPARATUS. NO ANIMALS.

ISLAND PARK – ALL ISLAND RENTAL

Requires approval by Village Board

Island may not be closed off to the general public

Not-for-Profit Groups

\$500.00 _____

All other functions

\$1,500.00 _____

SECURITY DEPOSIT (Same amount as Island fee)

Security Deposit _____

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 – Multiple Day Event

\$250.00 _____

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

CLEAN UP SERVICES

\$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, an alcohol permit fee is required.

ALCOHOL PERMIT-Vendor Event

YES _____ NO _____

\$250.00 per vendor _____

Number of Vendors _____

TENT(S)

YES _____ NO _____

\$75.00 _____

Tents larger than 400 square feet require a fire prevention permit from the Building Department. Tents must be removed from the Island by noon on the first business day after your event.

PORT-A-JOHN(S) Must be rented (at your own cost) when renting the island.

The Village recommends a minimum of 3 (based on expected number in attendance).

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

VENDORS

YES _____ NO _____

\$25.00 per vendor _____

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.

TOTAL

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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: _____

