

Village of Williamsville

5565 Main Street
Williamsville, NY 14221

716-632-4120
716-634-6009 (fax)

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 (separate check) and alcoholic beverage application fee (if alcohol, including beer and/or wine, will be served in Island Park only) must be included with your completed application form(s).

See CANCELLATION POLICY below.

No tents or canopies. No bounce houses or entertainment apparatus. No animals.

Alcohol, including beer and/or wine, is prohibited, except by approved separate permit (\$75) Island Park Only.

Payment: ~~Sorry, No credit cards.~~ Cash or Check only. Make checks payable to Village of Williamsville. Security deposit must be on separate check.

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.

There is no guarantee of availability of grills, electric service, and picnic tables.

No guarantee of availability of wading pool.

If you should have any questions, please contact the Village Clerk's office at 632-4120, ext. 3010.

FEE SCHEDULE

All fees (including required sec. dep.) are due at time of application.

This fee schedule was approved by the Village Board on 7/2/01, and is as follows:

Island Park Pavilion (Lg. Capacity-180 persons)

(Approximately 12 picnic tables)

Personal/Family/Charitable Activities	\$125.00	_____
All other functions	\$250.00	_____

Island Park Picnic Shelter (Sm. Capacity-40 persons)

(Approximately 4 picnic tables)

\$ 50.00	_____
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Garrison Park Picnic Shelter (Sm. Capacity-40 persons)

(Approximately 4 picnic tables)

\$ 50.00	_____
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SECURITY DEPOSIT (Add same amt. as shelter fee(s))

Returnable after inspection of premises-Subject to approval by Village Board

Security Dep.	_____
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(Separate Check)

ALCOHOL PERMIT (If alcohol will be served)

(Island Park only)

\$ 75.00	_____
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Other fees	_____
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TOTAL FEES

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.

VILLAGE OF WILLIAMSVILLE

SHELTER PERMIT

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

RESERVATION DATE: _____

APPLICANT: _____
(security deposit check will be mailed back to the person named above as "Applicant")

MAILING ADDRESS: _____

_____ Zip _____

PHONE: (w) _____ (h) _____

REQUEST USE OF: Large Shelter ___ Small Shelter ___
Garrison Shelter ___ (please check one.)

BETWEEN HOURS OF: _____ and _____ (Park opens at 8 AM & closes at 10 PM)

PURPOSE: _____

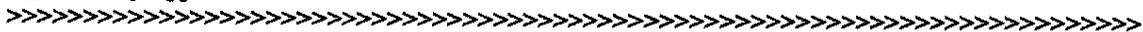
NUMBER OF PEOPLE ATTENDING EVENT: _____

MISCELLANEOUS: Indicate below any extraordinary item your group proposes to bring into the park (i.e. beer truck, sound system, etc.) Extraordinary items require review and issuance of a separate Mayor's Permit. No animals, tents, or unusual apparatus or amusement devices are allowed. Please call 632-4120, ext. 3010 for further details and application forms

PLEASE SEE ATTACHED PARK REGULATIONS and CANCELLATION

POLICY >> I certify that I am at least 21 years of age and agree to be responsible for observance of all Village of Williamsville laws and regulations by all members of my group. I also understand that in the event that I must cancel my event, that I have read and understand the "cancellation policy" as stated on the Permit Information Sheet and agree to its terms.

Signature of Applicant Date: _____



OFFICE USE ONLY
Approved by Village Clerk: _____ Date: _____

PERMIT FEE: \$ _____ Receipt #: _____ Date: _____