

Village of Williamsville

Public Facilities Use Permit Application

Instructions: Please complete all sections of this application. Submission of this form does not guarantee approval. The Village reserves the right to deny, revoke, or modify permits for any reason, including but not limited to non-compliance or safety concerns.

Applicant Information

Name of Applicant/Organization:	
Contact Person:	
Address:	
Phone Number:	
Email Address:	
Valid Government ID Number:	

Event Details

Type of Event:	
Date(s) and Time(s) Requested:	
Facility Requested:	
Expected Attendance:	
Description of Temporary Equipment (e.g., stage, platform):	
Firepit or Grill (Please Note: Wood or Charcoal only – no gas grills)	

Insurance and Inspection

Proof of \$1 Million liability coverage and indication the Village has been temporarily named as an additional insured attached?

Y or N

Proof that all temporary equipment has been inspected by a qualified service provider within the preceding six months and deemed safe for the intended purpose attached?

Y or N

Permit Fees and Security Deposit

Fees assessed \$ _____

Security Deposit assessed \$ _____

Paid? Y or N

Paid? Y or N

Date Security Deposit Returned _____

If not returned, please note forfeiture here:

Point of Contact Identified:

Name: _____ Number: _____

Attestation (*apply initials*)

By affixing my signature, I agree to

_____ indemnify and hold the Village harmless for any accident, injury, or litigation resulting from my permitted event and comply with all Village ordinances and regulations regarding facility use.

_____ agree to restore the facilities to the condition before their use or to pay the actual cost of any damage which is the proximate cause of their permitted event

Signature

Signature of Applicant:	
Date:	

Village Use Only

Permit Approved By:	
Date of Approval:	

Addendum #1

Permitting Fees - due at least two business days prior to use, keys to be given at that time

Public Facility	Resident	Non-Resident
Community Center	\$175.00	\$200.00
Depot	\$50.00	\$75.00
Park Pavilion	\$25.00	\$50.00
Baseball Field(s)	\$25.00/field	\$50.00/field
JFL Field	\$50.00	75.00

Addendum #2

Security Deposit – to be returned within 5 business days if cancelation is made in writing consistent with ordinance or upon conclusion of the event (i.e. restored to condition prior to use).

Public Facility	Resident	Non-Resident
Community Center	\$175.00	\$200.00
Depot	\$50.00	\$75.00
Temporary Equipment	\$50.00	\$75.00
Firepit or Grill	\$50.00	\$75.00
Event with >200 people	\$100.00	\$150.00