



Alden Town Clerk

(716) 937-6969
FAX (716) 937-9817

ALDEN TOWN HALL
3311 Wende Road
Alden, New York 14004

COMMUNITY CENTER USE & PERMIT

The undersigned individual or organization does agree to assume full responsibility for supervising the conduct of the group or individuals benefiting from such permit and to properly police, clean up and restore the premises after use to the prior condition and also to indemnify the Town of Alden for any and all damages, litigation threatened or commenced against the Town, including legal fees and expenses. This permit shall be available for display upon the request of any policy enforcement officer. The undersigned individual or organization further agrees that adequate precautions must be taken to ensure that minors will not be served or allowed to consume alcoholic beverages at the permitted event or gathering.

The undersigned individual agrees to follow the attached Rules.

NOTE: THIS IS A SMOKE-FREE BUILDING

NAME _____

PHONE # _____

ADDRESS _____

TYPE OF EVENT _____

ROOM(S) TO BE COVERED UNDER PERMIT _____

DATE _____ TIME _____

_____ DATED _____

TITLE OF APPLICANT

Any Problems Call _____

#5

Community Center Rental Rules (adopted 2.18.2020)

1. Hours of availability 8:00 AM - 10:00 PM, for the large room and/or the small kitchen.
2. All renters must be over 21 years of age and must be Town of Alden Residents. Rentals are available for private parties and fundraisers only. The Center will not be rented to for profit ventures.
3. Allow posted occupancy requirements must be complied with. The large room has a capacity of 98 persons.
4. Applicant may serve Alcohol with a separate Permit available from the Town's Clerk's Office.
5. All rooms must be returned in broom clean condition and in the same condition as at the start of the event.
6. The Community Center will not be rented to for profit ventures. Available to individuals/groups looking to make money or fund raisers.
7. No confetti of any type in the Building.
8. No candles, except birthday candles on a cake.
9. No animals, except service dogs, are allowed inside the Building.
10. Fee of \$225.00.



Alden Town Clerk

(716) 937-6969
FAX (716) 937-9817

ALDEN TOWN HALL
3311 Wende Road
Alden, New York 14004

PERMIT FOR ALCOHOLIC BEVERAGES IN COMMUNITY CENTER

Pursuant to Local Law No. 3 of the Year 1981, known as the "Town Parks Alcoholic Beverages Law", the undersigned is hereby given permission to possess, carry, transport or distribute liquor, wine, beer or other alcoholic beverages in open bottles or other open containers in the Town of Alden Community Center.

The undersigned individual or organization does agree to assume full responsibility for supervising the conduct of the group or individuals benefiting from such permit and to properly police, clean up and restore the premises after use to the prior condition and also to indemnify the Town of Alden for any and all damages, litigation threatened or commenced against the Town, including legal fees and expenses. This permit shall be available for display upon the request of any policy enforcement officer. The undersigned individual or organization further agrees that adequate precautions must be taken to ensure that minors will not be served or allowed to consume alcoholic beverages at the permitted event or gathering.

No alcoholic beverages shall be distributed or consumed other than on the specified premises described in the permit and only during the time stated.

NOTE: THIS IS A SMOKE-FREE BUILDING

NAME _____

PHONE # _____

ADDRESS _____

TYPE OF EVENT _____

ROOM(S) TO BE COVERED UNDER PERMIT _____

DATE _____ TIME _____

_____ DATED _____

TITLE OF APPLICANT _____

Any Problems Call _____