

**TOWN OF ALDEN FACILITIES FOR TOURNAMENTS  
AND/OR SPECIAL EVENTS**

**The following information must be provided to the Town Board for consideration of a Tournament or Special Event which is not part of the Town's Recreation Program or a Town of Alden Sponsored event.**

Name of Proposed Tournament or Special Event \_\_\_\_\_

Date Submitted \_\_\_\_\_

Contact Person(s) Names, Telephone, Address:\* \_\_\_\_\_

Emergency Contact Day of Event: \_\_\_\_\_

Outside Organization Involved? \_\_\_\_\_

Which? \_\_\_\_\_

Date or Dates, and Time(s) of Proposed Tournament or Special Event? \_\_\_\_\_

What Town of Alden Parks Facilities are being requested for use? \_\_\_\_\_

Who will be participating? \_\_\_\_\_

Estimated number of participants? \_\_\_\_\_

What Security and EMT services will be provided to insure both protection of Town Facilities, others in the park and participants? \_\_\_\_\_

What is the cost for participants and how much, in total, is estimated to be raised? \_\_\_\_\_

(if previously held, indicate what amount was raised and indicate where it was used) \_\_\_\_\_

What do you plan to do with the proceeds in their entirety (any amount raised over cost)? \_\_\_\_\_

List your activities: \_\_\_\_\_

**Special Notes**

If approved by the Town Board, the Tournament must provide signed liability releases for each participant to the Town Clerk at least one (1) week prior to the Tournament/Special Event.

The Tournament/Special Event must provide a certificate of insurance to the Town of Alden with the Town named as an additional insured in the minimum amount of \$1,000,000 each occurrence and \$3,000,000 aggregate to the Town Clerk at least one (1) week prior to the event.

Tournaments use Town taxpayer funded fields and facilities. Therefore, proceeds in excess of costs must be donated to the Town recreation programs and/or a Town approved charity. Tournaments/Special Events will not be approved if funds raised go to an outside group other than a Town recreation Program (i.e. Town Youth Soccer, AJF, Alden Baseball, etc.) or an approved local charity.

Deposits for damage may be required as a condition of approval.

Additional portable bathroom facilities must be approved by the Tournament/Special Event as determined by the Town Board.

Large tournaments must provide a certified medical attendant such as an EMT during the course of the Tournament/Special Event, and any other requirements as required by the Town Board and/or Erie County and NYS Emergency Services regulations.

All garbage and refuse must be disposed of in the appropriate containers and the grounds policed up after the event. All bottles and cans must be recycled. A deposit for clean up may be required. If you fail to clean up and remove all debris the cost of cleaning the Town Facilities will be billed to you.

Absolutely NO ALCOHOLIC beverages are permitted unless specifically permitted by the Town Board in the Town Park.

Permission to utilize the Robert O. Smith Park Snack Bar as part of the event may be considered but is not guaranteed. If permission is granted, a Health Department Permit must be secured and a copy provided to the Town Attorney at least one (1) week in advance. If any outside vendors will be a part of the Tournament/Special Event, each must provide proof of liability insurance with the Town names as an additional insured, and proof of Worker's Compensation Insurance, if applicable.

Additional Requirements as determined by the Town Board.

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Approved the Town Board of the Town of Alden via Resolution

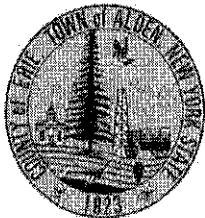
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Special Conditions in addition to above: \_\_\_\_\_

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**\*MUST BE A RESIDENT OF ALDEN TOWN/VILLAGE**



## Town of Alden

### Park Use Application and Agreement

Rental Location:

☐ Alden Town Park

☐ Robert O. Memorial Park

Please check the type of group/organization:\*

☐ Community Youth Group

☐ Community Adult Group

☐ School

☐ Individual

Organization/Individual: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Park Area Requested (diamond, field, shelter, etc): \_\_\_\_\_

Type of activity or event: \_\_\_\_\_

Total Participants: \_\_\_\_\_

Day(s) and Date(s) requested: \_\_\_\_\_

Time requested (from first arrival to last departure): \_\_\_\_\_

Any special needs or requests for this activity or event: \_\_\_\_\_

Please list activities you will be doing: \_\_\_\_\_

For the use of the parks, you must agree to the following:

1. Alcohol, smoking and/or use of tobacco, including vaping and e-cigarettes, is prohibited.
2. Any activity or event with youth under 18 years old, requires the presence of adequate adult supervision at all times.
3. In the event of inclement weather, use of the parks will be dictated by the town whether to close or remain open.
4. Your organization must provide proof of insurance and completed town waivers. **N/A for individual shelter rental.** The Organization must provide a certificate of insurance to the Town of Alden with the Town named as an additional insured in the minimum amount of \$1,000,000 each occurrence and \$3,000,000 aggregate to the Town Clerk at least one (1) week prior to the event.
5. The facilities used will be left in the condition that they were found. If any additional cleaning and/or repairs/damages are necessary, all charges will be the responsibility of the organization/individual.
6. Inflatable entertainment devices of any kind are strictly prohibited.
7. All outside food vendors must obtain Erie County Health Department permits \*The same shall be filed with the Town Clerk

Agreement: \_\_\_\_\_

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Signature: \_\_\_\_\_

Approved \_\_\_\_\_

Date: \_\_\_\_\_

## ALDEN TOWN PARK CONCESSION STAND RENTAL APPLICATION

Group Name: \*

Address:

Contact Name:

Phone:

Dates of Event:

Times:

How will the proceeds of the food sales be used: \_\_\_\_\_

By signing below, you indicate your understanding and agreement to abide by the Town Rules

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **TOWN RULES**

Rental Fee \$50.00 per weekend OR \$100 per season. These fees are non-refundable.

\$200 escrow shall be deposited with the Town. These funds will be used by the Town to clean-up or make repairs the concession stand, should you fail to do so. Any unused funds will be returned. If the cost of clean-up and/or repairs exceeds \$200, you will be billed by the Town for costs incurred by the Town.

For the duration of your use, you may store food and supplies in the concession stand, provided that you clearly label all food and supplies.

After each daily use, you must clean up the concession stand and properly store your food and supplies. Cleaning includes: wiped down all surfaces, floor, sink and putting away all supplies and food, making sure there is no spilled or open food in the refrigerator. You must lock the door when you leave.

At the end of your use period you must remove all of the supplies and food (including grills) and clean out the concession stand.

You must obtain your own Erie County Health Department Permit.

You must follow all local, county, state and federal laws.

The sale of alcohol is prohibited.

The use of tobacco, including vaping and e-cigarettes is prohibited.

All minors must be supervised at all times.

The Town is not responsible for lost or damaged food, supplies or equipment.

The Group/Organization must provide a certificate of insurance to the Town of Alden with the Town named as an additional insured in the minimum amount of \$1,000,000 each occurrence and \$3,000,000 aggregate to the Town Clerk at least one (1) week prior to the event.

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