(716) 937-6969 ALDEN TOWN HALL

 3311 Wende Road

 Alden, New York 14004

**Community/Senior Center Rental Rules for Private Gatherings**

**and Fundraisers ( August 2025 )**

1. The premises shall not be allowed to become noisy or disorderly.
2. Furniture and equipment shall be replaced as found.
3. Upon vacating the premises, the permit holder shall be responsible for seeing that all lights are extinguished, all thermostats are turned down and the premises is locked.
4. No decorations, displays, stands or equipment shall be nailed, tacked, taped or stapled to any walls of the building or attached in any other manner which shall damage said walls.
5. No personal property to the applicant or its organization shall remain on the premises.
6. Hours of availability 8:00 AM - 10:00 PM.

7. All renters must be over 21 years of age and must be Village or Town of Alden Residents. Rentals are available for private parties and fundraisers only. The Center will not be rented to for profit ventures.

8. Allow posted occupancy requirements must be complied with. The small room has a capacity of 35 persons. The medium room has a capacity of 98 persons. The large room has a capacity of 220 persons.

9. Applicant may serve Alcohol with a separate Permit available from the Town Clerk's Office.

10. To sell beer or wine, the organization must hire a caterer with a valid New York State issued off-site liquor license. A copy of said license shall be filed with the application to use Town Facilities along with proof of liquor liability insurance.

11. All rooms must be returned in broom clean condition and in the same condition as at the start of the event.

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12. No confetti of any type in the Building. No tape or other adhesive can be used on the ceiling, walls, tables, chairs or windows.

13. No candles, except birthday candles on a cake.

14. No animals, except service dogs, are allowed inside the Building.

1. Fee for rentals for private (by invitation only) parties are as per the Town of Alden Fee Schedule. Also, all private parties require a Security deposit (to cover damages and clean-up) of $100.00 is required which will be returned if not needed.
2. There is no vaping, smoking of cigarettes, cannabis or other materials anywhere in or on the Town Park or Recreation Area
3. Garbage and refuse. Grounds must be maintained in a clean and sanitary condition. Littering of any kind is strictly prohibited. Garbage and refuse must be deposited in the receptacles provided
4. Firearms, air guns, slingshots, knives, bows and arrows or any other weapon are strictly prohibited.
5. Glass containers of any kind are strictly prohibited.
6. Applicant must make sure that all doors and windows are closed and locked before leaving the facility.  Failure to do so will result in the termination of future facility use by the applicant or the applicant’s organization.  Any security deposit made for the facility use will be forfeited for failure to close and lock all doors and windows.