



USE OF ALDEN CHAMBERS, MEDFORD CITY HALL

To reserve the use of the Alden Chambers, the following information is needed. Please fill out the form and return it to Room 204, or mail to Medford City Hall, Mayor's Office, Room 204, Medford, MA 02155. Your request, after approval of the Mayor, will be placed on the calendar.

Name of Organization Requesting Use,
Address, Contact Person,
Day Phone No. Fax No.:

NAME OF ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON: _____

DAYTIME PHONE #: _____

FAX: _____

PURPOSE:

A COPY OF YOUR LIABILITY INSURANCE BINDER FOR THE EVENT, MINIMUM AMOUNT \$1,000,000.00, MUST BE PRESENTED TWO WEEKS PRIOR TO EVENT.

Dates: _____ Times: _____

Custodial Services: _____

Beer or Wine License required: _____

Approved Application by License Commission _____

This information must be completed in order to reserve the chambers.

City Solicitor Approval: _____