

GRAND LAKE TOWNSHIP

RENTAL APPLICATION for TOWN HALL

Applications must be submitted at least *14 days* before the event to:

Town Clerk, 729-8978
PO Box 1023, Twig MN 55791
grandlakeclerk@hotmail.com

Date of the Event: _____ **Type of Event:** Rummage Family Gathering
 Wedding Community Group

Additional Description: _____

Applicant Information

Name of Applicant: _____ Date of Application: _____
Address: _____ Home Phone: _____
_____ Work Phone: _____
Email: _____ Cell Phone: _____

Rental Hours (including Set-up & Clean-up Times)

Applicant may request additional time to set-up for the event or to clean-up after the event.

EVENT	Starting Time: _____	EVENT	Ending Time: _____
SET-UP	Date & Time: _____	CLEAN-UP	Date & Times: _____

Alcohol Will any alcohol be brought to or consumed at the event? _____ Yes _____ No

IMPORTANT: Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. If alcohol will be present, the Town requires the Renter to hire a licensed law enforcement officer to provide security for the event.

Insurance

Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town.

Residency Is the applicant a resident of the Town? _____ Yes _____ No

Rental Fees & Damage Deposit

All fees and a damage deposit, if required, must be paid to the Town at least 14 days before the event or this application is voided. Checks are payable to "Grand Lake Township" with a separate check for the damage deposit required (no cash please). The applicable fees are those as set by the Town in its Town Hall Rental Policy.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Town Hall Rental Policy.

Applicant's Signature: _____ Date: _____

TOWN USE ONLY

Application approved? _____ Yes _____ No If "No", the reason(s) for the denial:

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

Fees: Rental Fee: \$ _____ Damage Deposit (if required): \$ _____

For the Town: _____
Printed Name Signature Date