RENTAL APPLICATION FOR USE OF CHISAGO LAKE TOWN HALL

12400 316th Street, PO Box 649, Lindstrom, MN 55045
Phone: 651-257-6906 or email: chisagolaketownship@yahoo.com

Applications should be submitted to the town clerk at least 30 days before the Event. Date of rental is not guaranteed until approved in writing, and receipt of full rental fee.

Applicant Information:

Name of Applicant: _____ Date: _____

Address of Applicant: _____

Contact Number: _____ Email Address:_____

Residency: ☐ RESIDENT ☐ NON-RESIDENT ☐ NON-PROFIT

ROOM: ☐ Small ☐ Large ☐ Both

Event Information:

Date of Event:_____ **Type of Event:** _____

Rental Hours: Start Time:_____ Ending Time:_____
(Including setup) (Including cleanup)
(All events must end no later than MIDNIGHT)

If using a catering service, please provide current copy of Caterer's Food/Alcohol License: ___YES ___NO
Important Note. The sale of alcoholic beverages is ***ONLY*** allowed by a properly licensed and Bonded Company, and a copy of the License and Bond ***MUST*** be provided to the Town Clerk at least 7 days prior to the event.

Alcohol: Will any alcoholic beverages be brought to or consumed at this event? Yes _____ No _____
Important Note. If Alcoholic beverages are being served to guests at no cost by the renter, the user/renter ***MUST*** provide proof of liability insurance to the Town Clerk at least 7 days prior to the event. Generally, one's homeowners' policy (personal liability) will cover this.

I understand and agree that if this application is approved, I am fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy. I understand that all rental fees and deposit fees must be paid to the Township at least 30 days prior to the Event or this application is considered voided. I also agree to defend, indemnify, and hold harmless the Township from any claims, injuries, or damages of whatever nature arising from or connected to my use of the Town Hall. I also agree to reimburse the Township for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Town Hall.

Applicant's Signature: _____ **Date:** _____

Town Use Only

Date Application Approved: _____ **Chisago Lake Township Clerk:** _____

Rental Fee	Date Paid	Cash/Check#	Initials	Date Retained/Refunded

Damage Deposit	Date Paid	Cash/Check #	Initials	Date Retained/Refunded

Attendant Fee	Date Paid	Cash/Check#	Initials	Date Retained/Refunded