

RENTAL APPLICATION FOR THE IDA TOWNSHIP TOWN HALL

PO Box 95 4700 County Road 6 NW Garfield, MN 56332 Phone: (320) 834-3377 Fax: (320) 834-3378

Applications must be submitted to the Town Clerk at least 14 days before the event, along with a \$150.00 DAMAGE DEPOSIT

Date of the Event _____ Type of Event _____ No. of people _____

Application Information

Name of Applicant _____ Date of Application _____

Address _____ Home Phone _____

_____ Work Phone _____

Rental Hours. Starting Time _____ Ending Time _____ (no later than _____)

Set-Up and Clean-Up Times. Applicant may request additional time to set-up for the event or to clean-up after the event

Set-up Date and Times _____ Clean-Up Date and Times _____

Alcohol. Will any alcohol be brought to or be 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 may require 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 Ida Township? _____ Yes _____ No

Rental Fees and Damage Deposit. A refundable application fee must be paid at the times of submitting the application. All additional 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. The applicable fees are those set by the Town in its Township 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 Township 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)		
For the Town _____	Signature _____	Date _____
Fees: Rental Fee \$ _____	Damage Deposit: \$150.00	Projector Fee \$ _____
REVISED 4-1-2013		