Hall Rental Application

**Applicant Information**

Date of the Event: Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Hours** – Starting Time: \_\_\_\_\_\_\_\_\_ Ending Time: \_\_\_\_\_\_\_\_\_\_\_

**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 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Clean-up Date and Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residency** – Is the applicant a resident of the Town: \_\_\_ Yes \_\_\_ No  
 Rental Fee – Resident $200 Non-Resident $300

**IMPORTANT**: Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. If you would like alcohol present you as the renter will need to confirm with the township clerk that there is a licensed law enforcement officer to provide security for the event. You as the renter will have to pay for that additional charge to have a licensed police officer on duty at the hall.

**Damage Deposit Fee $500**

A damage deposit is required for all applicants that rent the hall. The damage deposit must be written on a separate check. After the event it will be accessed if there were any damages to the hall while you were renting. If there are no damages the damage deposit check will either be returned to you or shredded, depending on the applicant’s preference.

Applicant understands and agrees that if the application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of Maple Lake Township.

**Applicant’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_