

## Spring Lake Township Town Hall Rental Application

**Event Date:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

**Rental Hours:** Start time \_\_\_\_\_ End time \_\_\_\_\_ (doors close at 12:00AM)

**Applicant**

Resident  Non-Resident  Non-Profit

<b>Applicant Name</b> (Insured) _____			
Address _____	City _____	State _____	Zip _____
E-mail Address _____	Phone _____		
+++++			
<b>Event Contact Name</b> (person responsible for details of event and coordination of the day) _____			
E-mail Address _____	Cell Phone (required) _____		

**Rental Fees**

Applicant agrees to pay, by the due date, all fees noted below and as outlined in the Town Hall Rental Policy. Applicant acknowledges that failure to pay said fees by the due date may result in forfeiture of the down payment and cancellation of this rental agreement.

**Township Residents/Military**      **\$60 per hour, 2 hour minimum, \$600 for full day**  
**Non-Residents**                      **\$100 per hour, 2 hour minimum, \$1,200 for full day**  
**Non-Profits**                            **\$60 per hour, 2 hour minimum, \$125 per event**

	Hourly Rate	# of Hours	Total Due
<b>Usage Fee Calculation</b>			

Type of Fee	Amount Due	Due Date	Date Paid
<i>Down Payment (1/4 of rental fee)</i>		<i>With Application</i>	
<i>Balance of Usage Fee</i>			
<b>*Damage Deposit</b>	<b>\$500</b>		

*\*Damage deposit is cashed and will be forfeited if clean-up isn't completed according to provided checklist and Town Hall Event Coordinator*

**Event Materials/Supplies**

All outside materials or supplies brought into the town hall for your event (decorations, rental chairs/tables, etc.) must be removed from the town hall meeting room at the end of the evening. If you are using a rental company to provide supplies or materials for your event, these items must be neatly stored in the hallway or the outdoor veranda for pick-up. The exception to this is a dance floor which may be left in place overnight. All rental items must be picked up by the rental company between 9:30 a.m. and 2:30 p.m. on the Monday following your event. If supplies or materials remain at the town hall beyond that time there will be a storage fee of \$100 per day deducted from the security deposit.

**Staff use only**

- Indemnification
- Insurance COI
- Caterer's COI
- Event Coordinator Checklist

- Full security deposit refund
- Partial security deposit refund of \$ \_\_\_\_\_

Reason: \_\_\_\_\_

Authorization: \_\_\_\_\_

**Insurance**

Applicant shall provide the Township with a certificate of insurance (COI) showing liability coverage through their homeowners insurance policy with a minimum coverage of \$500,000. This COI must name Spring Lake Township as an additional insured.

<i>Name of Carrier</i>	<i>Amount of Coverage</i>	<i>COI Due Date</i>	<i>Date Received</i>

**Serving/Consumption/Sale of Alcohol**

No liquor, wine or beer shall be sold or otherwise exchanged for compensation unless the sale of these beverages is approved by the Township and performed by a caterer licensed by the State of Minnesota to sell alcohol. The catering company must provide proof of licensure and a certificate of insurance (COI) showing liability coverage with a minimum coverage of \$500,000. This COI must name Spring Lake Township as an additional insured.

<i>Name of Caterer</i>	<i>Amount of Coverage</i>	<i>COI Due Date</i>	<i>Date Received</i>

No alcohol will be sold or otherwise exchanged for compensation at this event.

**Town Hall Rental Policy**

Applicant acknowledges that they have received, read, understand and agree to abide by all conditions noted in the Spring Lake Township Town Hall Rental Policy and recognize that the **capacity of the hall is 150 people**. If there is a conflict between this Rental Agreement and the Town Hall Rental Policy, the Town Hall Rental Policy will prevail.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**Rental Approved by:**

\_\_\_\_\_  
Town Hall Coordinator

\_\_\_\_\_  
Date

**Special Conditions:**

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