

**RENTAL APPLICATION
PALMER TOWNSHIP HALL
4180 – 105TH AVENUE
CLEAR LAKE, MN 55319**

Applications must be submitted to the Town Clerk at least 45 days before the Event, along with the Rental Fee plus the damage deposit (separate check).

By submitting this application, Renter agrees to abide by the Rental Policies of Palmer Township and acknowledges this application applies to Hall's kitchen, meeting area, bathrooms next to the meeting area, and grounds.

Rental Fees

<i>Non-Resident</i>	<i>Township Resident</i>	<i>Governmental Unit</i>	<i>Non-Resident Business/Organization*</i>	<i>Resident Business/Organization</i>
\$150.00	\$35.00 for half of a day rental	\$0.00	\$500.00	Suggested Donation: \$35.00
	\$75.00 for whole-day rental			

Damage Deposit

<i>Non Resident</i>	<i>Township Resident</i>	<i>Governmental Unit</i>	<i>Non-Resident Business/Organization</i>	<i>Resident Business/Organization</i>
\$50.00	\$50.00	\$0.00	\$100.00	\$100.00

Date of the Event: _____ Type of Event: _____

Applicant Information:

Name: _____ Date of Application: _____

Address: _____ Home Phone: _____

_____ Work Phone: _____

Rental Hours: Start time: _____ End Time: _____

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 may require a licensed law enforcement officer to provide security for the event. The Town will require proof of insurance if alcohol is to be served.

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
(If a business or organization, please provide a membership list to verify residents for resident rate)

Rental Fees and Damage Deposit: A non-refundable application fee must be paid at the time of submitting the application. All additional fees and a damage deposit must be paid to the Town at least 14 days before the event, or this application is voided. The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Applicant understands and agrees that if its application is approved, the 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: _____

[11730-0068/5047636/2]

TOWN USE ONLY

Application Approval

Application Approved? Yes: No:

If "No", the reasons(s) for the denial:

Conditions or modification of policy for approval

Conditions or modifications of approval include: (if none, list "None")

Fees

Rental Fee: \$ _____ (Paid on: ____ / ____ /20 ____)

Damage Deposit: \$ _____ (Paid on: ____ / ____ /20 ____)

Any deductions:

Damage Deposit returned on (if applicable): ____ / ____ /20 ____

After Rental

Any signs/reports rental policy was not followed:

Any follow-up communication with the Renter:

Was the Rental Policy followed: Yes: No:

If "No", what policies were not followed:

For the Town

Printed Name: _____ Signature:

_____ Date: ____ / ____ /20____