**RENTAL APPLICATION FOR POKEGAMA TOWN HALL**

18336 TOWN HALL ROAD, PINE CITY, MN 55063

320-629-3719

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

**APPLICANT INFORMATION**

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

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

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

**Rental Hours**: Starting Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ending Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (No Later Than \_\_\_\_\_\_\_\_\_\_\_\_)

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

**Notes:**

**Alcohol is not permitted on Pokegama Township Property.** Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Towns Hall.

**Smoking:** The Hall is smoke-free building. Smoking and tobacco use of any kind is prohibited. In the Hall within 30 feet of the hall, including e-cigs/” electronic cigarette’s”. Clean up all litter /buts. Etc.

**Insurance:** Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town.

**Residency:** Applicant must be a resident of the Town.

**Rental Fees & Damage Deposit:** The rental fee and damage deposit must be paid at the time of submitting the application, in order to reserve the date. The applicable fees are outlined in the Town Hall Rental Policy.

**ALL EVENT GARBAGE MUST BE REMOVED BY THE RENTER!!**

Applicant understands and agrees that if the application is approved, applicant is fully responsible for the event and subject to the terms and conditions of the Town Hall Rental Policy.

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOWN USE ONLY**

Applicant Approved \_\_\_Y \_\_\_N – If no, the reason(s) for denial:

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

Fees: Rental Fee $\_\_\_\_\_\_\_\_\_ Damage Deposit $\_\_\_\_\_\_\_\_\_\_

For the Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date