



# Rental Application for the Ideal Township Community Center

35458 Butternut Point Road · Pequot Lakes, MN 56472 · 218-543-4392 · [www.idealtownship.com](http://www.idealtownship.com)

**Applications must be submitted to the town clerk at least 14 days before the event.**

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

## Applicant Information.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Set-up Date & Times: \_\_\_\_\_ Clean-up Date & Times: \_\_\_\_\_

**Alcohol.** Will 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 is going to present, the Township shall require liability insurance coverage to be obtained by the applicant for the event.

**Insurance.** Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town. \_\_\_\_ Yes \_\_\_\_ No

**Residency.** Is the applicant a resident of the Town? \_\_\_\_ Yes \_\_\_\_ No

**Rental Fees & Damage Deposit.** All 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 as 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):

Fees: Rental Fee: \$ \_\_\_\_\_ Damage Deposit (if required): \$ \_\_\_\_\_ Waived: \_\_\_\_\_

For the Town: \_\_\_\_\_  
Printed Name Signature Date