

**RENTAL APPLICATION FOR THE ROYALTON TOWN HALL**

6052 Royalton Road; Braham, MN 55006-2734

320-396-2982

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

**Applicant Information**

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

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

Evening Phone: \_\_\_\_\_

**Rental Hours:** Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_ (no later than \_\_\_\_\_ )

**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 & Times \_\_\_\_\_ Clean-up Date & Times \_\_\_\_\_

**Alcohol:** Alcohol is not permitted on Royalton Township property

**Smoking:** The Hall is a smoke-free building. Smoking and tobacco use of any kind is prohibited in the Hall and within 30 feet of the hall, including e-cigs/"electronic cigarettes".

Clean up all litter/butts etc.

**IMPORTANT:** Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall.

**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

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

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

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**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: \$ \_\_\_\_\_

For the Town:

Printed Name

Signature

Date