

## Spring Lake Township Town Hall Rental Agreement

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

**Rental Hours:** Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

**Applicant**

Resident     Non-Resident     Non-Profit

Applicant Name			
Contact Person		Phone	
Address	City	State	Zip
E-mail Address			

**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.

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

Type of Fee	Amount Due	Due Date	Date Paid
Down Payment		With Application	
Balance of Usage Fee			
Damage Deposit			

**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.

Name of Carrier	Amount of Coverage	COI Due Date	Date Received

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

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

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

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

**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.

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

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. 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:**

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