

CASCADE TOWN HALL RENTAL APPLICATION

Applications must be submitted to the Town Clerk before the event along with rental payment plus a **separate** \$100 check for the damage deposit fee which is refundable (see Rental Policy).

Residency:

Is the applicant a resident of the Town? Yes No

\$50 for Township resident / \$100 Township Non-Resident

\$100 damage deposit for resident and non-resident

- Make checks payable to **Cascade Township**
- Mail to: **Cascade Township Attn: Rental Application 2025 75th St. NE, Rochester, MN 55906**

Date of the Event/Rental: _____

The town hall has a large meeting room (29' x 53'), handicap accessible restrooms, a food service area (13' x 12') and a board meeting room (26' x 25'). Please indicate which rooms will be used during your event by circling the room.

Time of the Event: *Starting Time:* _____ *Ending Time:* _____ (no later than 11:30 pm)
Please include set-up and clean-up times in hours listed above. No guests are allowed in the building after midnight. Please stay within your reservation period as we have staff and elected officials working on the premises.

Purpose or Type of Event: _____

Number of Attendees: _____ (No minors are allowed to rent the Hall and all minors must have adult supervision.)

Name of Applicant: _____ Name of Organization: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

WIFI Needed: Yes No **Sound System Needed:** Yes No

Insurance. Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Township. Insurance company and policy number: _____

Rental Fees & Damage Deposit. A non-refundable rental fee and a refundable deposit fee must be paid at the time of submitting the application. The applicable fees are those as set by the Township 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: _____

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):

Rental Fee: \$ _____ CK# _____ Damage Deposit: \$ _____ CK# _____

Damage Deposit: _____

Issue Key Code: or Issue Key or Board Member Admit

Signature: _____

Date: _____ / _____ / _____ Notes: _____