

RENTAL APPLICATION FOR THE CROW WING TOWN HALL

11039 Greenwood St, Brainerd, Minnesota

Applications should be submitted to the town clerk (Sue Kern, 11039 Greenwood Street, Brainerd, MN 56401) at least 14 days before the event along with a rental fee made payable to Crow Wing Township.

Date of the Event: _____ Type of Event: _____

Applicant Information

Name of Applicant: _____

Date of Application: _____

Address: _____

Home Phone: _____ Work 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

Renter agrees that no alcohol will be brought to or consumed at the event? _____ Yes

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 (payable to Crow Wing Township)

All rental 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): \$ _____

For the Town of Crow Wing

Sue Kern, Clerk

Date