

Town of Carpenter

Town Hall Rental Application

APPLICATION FOR THE CARPENTER TOWNSHIP TOWN HALL

Town Hall address: 18286 State Highway 1, Togo, MN 55723. Note: No mail is received at the town hall.

Application:

- 1) Submit the application to the township clerk at least 14 days before the event.
- 2) Include the \$_____ application fee. See the table to determine the fee amount.
- 3) Include a separate check for \$_____ for the damage deposit. See the table to determine the fee amount. This check will be returned after the event if the post-event conditions are satisfactory.
- 4) Sign the application
- 5) Include the signed Hold Harmless Agreement

Township Clerk: Cheryl Steege
65435 County Road 533
Effie, MN 56639

(218) 743-2649
carpentertownclerk@outlook.com

Event information:

Date of the Event: _____
Start Time: _____ End Time: _____
Type of Event: _____

Applicant Information:

Name of Applicant: _____

Address: _____

Phone: _____

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Insurance. The 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 Carpenter Township? ☐ Yes ☐ No

Rental Fees & Damage Deposit. A non-refundable application fee must be paid at the time of submitting the application. All additional 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: _____

Printed Name _____ Signature _____

Date: _____

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Rental Fees and Damage Deposit Table

Item	Fee or Rate
Application Fee	\$50.00
Note: The application fee is waived for any of the following: <ul style="list-style-type: none"> meeting by a unit of federal, state or county government; educational event or training meeting available to the public; or funeral or celebration of life. 	
Event Fee	
Party, such as <ul style="list-style-type: none"> birthday party retirement party reunion reception baby shower bridal shower musical event wedding anniversary party 	<p style="text-align: center;">\$50.00 per day \$150.00 Damage/Cleanup Deposit</p>
Ongoing events <ul style="list-style-type: none"> storytelling DLWA 	<p style="text-align: center;">\$50.00 per year No damage deposit</p>

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HOLD HARMLESS AGREEMENT

I understand that my use of the Town Hall and/or the Grounds is voluntary and that I am using it for my benefit only. I agree that my use of the Town Hall or Grounds facilities is undertaking at my own risk and that the Town of Carpenter will not be liable for any claims, injuries, damage of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town of Carpenter, its agents or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of the Town Hall or Grounds. I also agree to reimburse the Town of Carpenter for any damage, breakage, maintenance or clean-up costs arising from my use of the Town's facilities.

_____	_____
Renter	Date
_____	_____
Witness	Date

TOWN OF CARPENTER

CLEAN-UP SPECIFICATIONS

1. Remove for legal disposal all trash, garbage and recyclable materials from the Hall and the Grounds.
2. Return all tables and chairs to their original storage.
3. Wash all dishes, tableware, and kitchen utensils and return to storage.
4. Wipe down all counter tops.
5. _____