

# RENTAL APPLICATION FOR THE DRESBACH TOWN HALL

46851 Riverview Drive  
Dresbach, MN 55947

Date of event: \_\_\_\_\_ Type of event: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Will the event be catered? \_\_\_\_\_ Name of caterer: \_\_\_\_\_

## APPLICANT INFORMATION

Name of applicant: \_\_\_\_\_ Today's date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**RENTAL HOURS** Start time: \_\_\_\_\_ End time: \_\_\_\_\_

## 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: \_\_\_\_\_

## RENTAL FEES & DAMAGE DEPOSIT

The rental fee of \$50 (not refundable) and a \$200 damage deposit (check only) must be received by the town 7 days prior to the event. The \$200 damage deposit will be returned after inspection if there are no damages noted.

Rental includes the use of the upstairs main Hall area. Use of the bathroom in the basement is also included. Heat and A/C are provided along with electricity. Special accommodations can be made to use overhead projector and PA System, tables, chairs, etc...

**Applicant has read and understands the rules and responsibilities for renting Town Hall. (See attached Rules and Responsibilities)**

**Applicant understands and agrees that if the application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Rules and Responsibilities Township Hall Rental Agreement.**

**My signature acknowledges that I understand the Rules and Responsibilities of renting the Dresbach Town Hall. I will pay for any damages in excess of my \$200 deposit. I will also replace any items that are stolen, broken or unusable due to the activities during my rental of the Hall.**

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\$50 Rental fee paid: \_\_\_\_\_ (Date/Check#)      \$200 Deposit fee paid: \_\_\_\_\_ (Date/Check#)

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## RULES AND RESPONSIBILITIES FOR RENTING DRESBACH TOWN HALL

1. When you leave, the premises shall be clean and in the same condition as before you used it. Tables and chairs should be in the same position as before. Any tables and chairs that were put up should be returned to the place of storage.
2. You are responsible for removing your own trash from the premises.
3. If you use any other Township property, you must clean and put away.
4. All decorations need to be approved before event. Decorations shall be taken down and removed after an event. **No nail holes are permitted on any walls.**
5. After an event, all items must be promptly removed from the hall. Failure to remove items after 48 hours will result in a forfeiture of your deposit and the Township will assume possession of property.
6. When you leave, all lights must be turned off and windows and doors closed and locked.
7. Dresbach Township shall not be responsible for any or all property and personal injury that may occur to the party renting the Hall or their guests. The renter(s) shall hold Dresbach Township harmless from the above described liability and defend the Township in any such action.

**Rental for the Hall is \$50 (non-refundable), plus a \$200 deposit for damages and clean-up (check only).** After an inspection has been completed and the Hall has been found to be clean, without damages and all furniture is back to its original position you will receive your deposit back. If the Hall is not found to be clean, there are missing items, property damage, or furniture has not been set back, the \$200 deposit shall be forfeited to Dresbach Township. Any cleaning or set up by Township employees in excess of 15 minutes shall be charged to the renters deposit at \$25.30 per hour.

If you have any questions, please contact the Clerk at 608-484-0700 or via email at: [dresbachmn@gmail.com](mailto:dresbachmn@gmail.com)

We hope you enjoy our space and have a successful celebration/event 😊