

# 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). Forms can be emailed to: [cascadetownclerk@outlook.com](mailto:cascadetownclerk@outlook.com)

## Residency:

Is the applicant a resident of the Town?  Yes  No

- **\$50 for Township resident / \$100 Township Non-Resident (Business/Group rental – 50% of individuals/attendees must be residents for resident rate)**
- **\$100 damage deposit for resident and non-resident – Separate check REQUIRED for damage deposit**
  - Make checks payable to **Cascade Township**
  - Mail to: **Cascade Township, 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 in a separate check 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. Call (507) 282-6678 with questions.

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: \_\_\_\_\_