

# CASCADE TOWN HALL RENTAL APPLICATION

Applications must be submitted to the Town Clerk before the event. Approved application reserves the date. Payment is due a minimum of one week in advance of the rental date. Forms can be emailed to: [cascadetownclerk@outlook.com](mailto:cascadetownclerk@outlook.com)

**Residency:** Is the applicant a resident of the Town?  Yes  No

- **\$75 per day for Township resident / \$150 per day Township Non-Resident (Business/Group rental – 50% of individuals/attendees must be residents for resident rate)**
- **\$400 damage deposit (REFUNDABLE) 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**

**NOTE: Damage deposit will be forfeited upon: use of glitter; or with damage caused to walls/ceiling with tape, glue, or any items of décor; or upon accessing garage, salt/sand shed.**

***Cascade Township Hall is an alcohol-free property. Damage deposit will be forfeited upon non-compliance.***

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').

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.*

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: \_\_\_\_\_ OR: 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: \_\_\_\_\_

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: \_\_\_\_\_

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

Damage Deposit: \_\_\_\_\_

Issue Key Code:  or Issue Key  or Board Member Admit

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Notes: \_\_\_\_\_