

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). 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

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 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: _____