**RENTAL APPLICATION FOR THE**

**LUTSEN TOWNSHIP TOWN HALL**

116 Caribou Trail, Lutsen, MN

Applications must be submitted to the town clerk at least **14 days** before the event. Mail to PO Box 151, Lutsen, MN 55612 or emailed [lutsentownship@gmail.com](mailto:lutsentownship@gmail.com) or delivered to the clerk.

Date of the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Purpose/Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Information**.

Name of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Hours**. Starting Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (no later than \_\_\_\_\_\_\_\_)

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT**: Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. If alcohol will be present, the Town may require the Renter to hire a licensed law enforcement officer to provide security for the event.

**Insurance**. For large parties (receptions, dances) Applicant is required to provide proof of liability insurance 14 days before the event sent with the rental fee and security deposit.

**Residency**. Is the applicant a resident of the Town? \_\_\_\_Yes \_\_\_\_ No

**Rental Fees & Damage Deposit**. See Rental Fee document. 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 Town Hall Rental document.

Total cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Remember to include a $250 separate check for security deposit, if that is applicable.

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: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Damage Deposit (Separate Check)$\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

**See Page 2 for User’s Responsibilities**

**User’s Responsibility for Cleaning Equipment and Town Hall after Use:**

* Tables and chairs must be put back as they were found [I. E., tables in rows and chairs upside down on top]. No furniture should be taken outside.
* No nails/tacks in the walls. Please remove any decorations before leaving.
* If you use the range be sure to turn off all burners and oven after using it
* Clean the range and oven if used
* Wipe the counter tops.
* Clean the sink.
* Hang wet cloths on the sink.
* Clean the coffee maker if used.
* Please check the restrooms if used. If needed cleaning supplies are located in the kitchen along with a broom and dust pan.
* Sweep the floor in the kitchen and the Hall.
* Mop the floor in the kitchen and the Hall if there is a mess.
* Before leaving the building, turn the heat down to 55.
* Make sure the windows are shut and locked.
* Turn off the lights.
* If wifi used with monitor, put remote back on top of shelf in the kitchen. **WIFI password Lutsen151$ [no spaces]**
* Please take garbage with you…small bag if that applies to small group
* Lock both doors on your way out. **MAKE SURE OUTSIDE DOOR IS CLOSED** entirely [sometime it sticks].
* Please return key if used to the town hall supervisor/otherwise return it to the lockbox.

**Thank you for your help in keeping our town hall in good shape!**