RENTAL APPLICATION
MILTON TOWNSHIP TOWN HALL

54368 250th Ave., West Concord MN 55985

Applications must be submitted to the Milton Township Rental Contact as far in advance of the event as possible, preferably at least 14 days. A $25 non-refundable application fee must accompany the application. The application fee will be credited toward the building rent.

Send application *with deposit check made out to* ***Milton Township*** to: Madge Alberts, 54059 265th Ave., Pine Island, MN 55963.

APPLICANT INFORMATION.

Organization or group requesting rental:_____

Is the applicant a resident of the Milton Township? ____Yes ____ No

Name of Responsible Person: _____
(Must be an adult over the age of 21.)

Address:_____
Street Address **City** **State** **Zip**

Phone: (home)_____ (work)_____ _____

(cell) _____E-mail:_____

EVENT INFORMATION

Date of Event:_____Type of Event:_____

Rental Hours: Starting Time:_____ Ending Time:_____
(Rental hours should include time needed for set-up and clean-up.)

Event hours: Starting time:_____ Ending Time:_____
(Ending time must be no later than midnight)

Expected number of attendees/guests:_____

Will an admission fee be charged? _____No _____Yes If yes, amount: $_____

What kind of food will be served, if any? _____Snacks _____Full Meal (breakfast lunch supper)

How will be meal be prepared/provided?_____

Insurance. Applicant may be required to provide proof of liability insurance before the event.

Rental Fees/Damage Deposit. The rental fee and damage deposit must be paid to the Milton Town Hall Rental Contact ***before the event***. The applicable fees are set by the Town Board in its Township Hall Rental Policy.

I, the undersigned responsible person, have read the rental policy and understand and agree that if this application is approved, I am fully responsible for the event and subject to the terms and conditions of the Township Hall Rental Policy.

Responsible person signature:_____ Date:_____