

RENTAL APPLICATION FOR USE OF SUNRISE TOWN HALL

12080 Sunrise Road, Harris, MN 55032

Phone: 651-270-5181 or email: sunrisetwpclerk@gmail.com

Applications should be submitted to the town clerk at least 30 days before the Event. Date of rental is not guaranteed until approved in writing, and receipt of full rental fee.

Applicant Information:

Name of Applicant: _____ Date: _____

Address of Applicant: _____

Contact Number: _____ Email Address: _____

Residency: ☐ RESIDENT ☐ NON-RESIDENT ☐ NON-PROFIT

Event Information:

Date of Event: _____ Type of Event: _____

Rental Hours: Start Time: _____ Ending Time: _____
(Including setup) (Including cleanup)

(Hours of Operation for Private Events:

Monday through Thursday: 8:00 a.m. to 9:00 p.m.

Friday and Saturday: 8:00 a.m. to 10:00 p.m.

Sunday: 8:00 a.m. to 9:00 p.m.

If using a catering service, please provide current copy of Caterer's Food/Alcohol License: ☐ YES ☐ NO

Important Note. The sale of alcoholic beverages is **ONLY** allowed by a properly licensed and Bonded Company, and a copy of the License and Bond **MUST** be provided to the Town Clerk at least 7 days prior to the event.

Alcohol: Will any alcoholic beverages be brought to or consumed at this event? Yes ☐ No ☐

Important Note. If Alcoholic beverages are being served to guests at no cost by the renter, the user/renter **MUST** provide proof of liability insurance to the Town Clerk at least 7 days prior to the event. Generally, one's homeowners' policy (personal liability) will cover this.

I understand and agree that if this application is approved, I am fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy. I understand that all rental fees and deposit fees must be paid to the Township at least 30 days prior to the Event or this application is considered voided. I also agree to defend, indemnify, and hold harmless the Township from any claims, injuries, or damages of whatever nature arising from or connected to my use of the Town Hall. I also agree to reimburse the Township for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Town Hall.

Applicant's Signature: _____ Date: _____

Town Use Only

Date Application Approved:

Sunrise Township Clerk:

Rental Fee	Date Paid	Cash/Check#	Initials	Date Retained/Refunded
------------	-----------	-------------	----------	------------------------

Damage Deposit	Date Paid	Cash/Check #	Initials	Date Retained/Refunded
----------------	-----------	--------------	----------	------------------------

Attendant Fee	Date Paid	Cash/Check#	Initials	Date Retained/Refunded
---------------	-----------	-------------	----------	------------------------