

**TWIN LAKES TOWNSHIP  
TOWN HALL RENTAL APPLICATION**

**Applicant Information.**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Total Estimated Attendance: \_\_\_\_\_ Any Entertainment: \_\_\_\_\_

Rental Hours (include set up and clean up): Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

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

**Rental.** To request a rental, this completed and signed rental application must be received by the Town Clerk at least 4 weeks before the event date. After approval of the application, to secure your date, the Town must receive a check for the total amount of rental PLUS a \$100.00 security deposit, a signed Town Hall Rental Agreement, and proof of liability insurance at least 14 days prior to the event.

**Availability.** Contact the Town Clerk to check availability: 218-384-8166 or clerk@twinlakestownship.com. Rentals are on a first come first served basis, availability is not guaranteed.

**Rental Fee.**

Resident: \$35.00/hour (Photo ID for Proof of Residency)

Non-Resident: \$50.00/hour

The hourly rate applies to the entire rental period, including set-up & clean-up.

**Rental Agreement.** If the Town approves your application, you must enter into a Town Hall Rental Agreement and submit it, together with the rental fee, security deposit, and proof of insurance at least 14 days prior to the date of the event.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN USE ONLY**

Application approved? \_\_\_\_ Yes \_\_\_\_ No. If "No", the reason(s) for the denial:

\_\_\_\_\_

Entertainment approved? \_\_\_\_ Yes \_\_\_\_ No. Is a separate insurance policy required? \_\_\_\_ Yes \_\_\_\_ No  
The rental approval is conditioned upon the following limitations or additional requirements (if any):

\_\_\_\_\_

Fees: Rental Fee: \$ \_\_\_\_\_ Damage Deposit: \$ \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

Paid Date and Check Number: \_\_\_\_\_ Proof of Insurance Received Date: \_\_\_\_\_

Town Approval: \_\_\_\_\_  
Signature Title Date