
PAGE TOWN HALL RENTAL APPLICATION

21804 140th Avenue | Milaca, MN 56353

Name: _____

Address: _____

Preferred Phone: _____ E-mail: _____

Date of Event: _____ Type of Event: _____

Start _____ am / pm End _____ am / pm

RENTAL FEE: A rental fee of **\$40 for 4-hours** or **\$75 for 24-hours** and a **\$200 refundable damage deposit** must be paid at the time of submitting the rental application. A *separate payment is requested for each*. Rental fee and deposit must be paid with cash or check payable to **PAGE TOWNSHIP**. The Applicant is responsible for cleaning the Town Hall after the event. If not cleaned, a \$30 cleaning fee will be assessed to the damage deposit.

PICNIC AREA: The picnic area may be reserved by groups that are renting the Hall. The reservation fee is **\$15 for 4-hours** or **\$30 for 24-hours** and an additional **\$50 refundable damage deposit**. If you do not reserve the picnic area, members of the public may use it (but not enter the Hall) and you have no guarantee of access. At the discretion of the Clerk, the picnic area may not be reserved for two consecutive Saturdays. Use is subject to applicable park rules.

INSURANCE: Under certain situations, Applicant may be required to obtain and provide proof of liability insurance before the event in an amount determined by the Township.

OCCUPANCY LOAD: By signing this application, I understand the posted occupancy load of the Town Hall is 90.

I acknowledge that I am responsible for monitoring occupancy load and, thereby, solely responsible if occupancy load is exceeded. _____ (please initial)

Applicant understands and agrees that if application is approved, Applicant is fully responsible for the Event and is subject to the terms and conditions of the Page Township Hall Rental Policy that has been received by Applicant.

Signature: _____ Date: _____

TOWN USE ONLY

Approved: ___ yes ___ no
Rental Fee: ___ \$30 ___ \$60 ___ Other: _____

Date: _____ Check #: _____

Damage Deposit: ___ \$200 ___ Other: _____
Check #: _____ Refund Date: _____ Refund Amount: _____

Township Clerk

Date

PAGE TOWNSHIP HALL

RENTAL POLICY

21804 - 140th AVENUE
MILACA MN 56353

The Page Town Board of Supervisors hereby adopts the following as the Rental Policy for the rental of the Page Township Town Hall.

1. **Definitions.** For the purposes of this policy, the following terms shall have the meaning given them in this section.
 - a. **Alcohol.** "Alcohol" means beer, wine, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.
 - b. **Event.** "Event" means the entire period for which an Applicant has rented the Hall, including any permitted set-up or clean-up periods.
 - c. **Grounds.** "Grounds" means the land immediately adjacent to and surrounding the Hall that is owned or leased by the Town, including the parking lot, lawn, and adjacent hay field.
 - d. **Guests.** "Guests" means those who attend the Event.
 - e. **Hall.** "Hall" means the Page Township Hall building located at 21804 - 140th Avenue, Milaca, Mille Lacs County, Minnesota 56353.
 - f. **Rental Application.** "Rental Application" means the form developed by the Town to be completed and submitted to the Town by proposed Applicants to seek permission to rent the Hall.
 - g. **Rental Request.** "Rental Request" means the submission of a completed Rental Application by a proposed Applicant seeking permission from the Town to rent the Hall.
 - h. **Applicant.** "Applicant" means the person, corporation, or entity that submits a Rental Application to rent the Hall.
 - i. **Town.** "Town" means Page Township, Mille Lacs County, Minnesota and any references to actions or approvals by the Town are to its Town Board of Supervisors.
2. **Applicants Bound by Policy.** Rental of the Hall constitutes Applicant's acceptance of the terms and conditions of this Policy. The Applicant assumes full responsibility for any damage caused in connection with the Event and for the actions of those who attend the Event. If a corporation or entity is renting the Hall, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.
3. **Rental Request.**
 - a. **Process.** All rental requests must be made on the application form provided by the Town and shall be delivered to the Town Clerk. When a completed Rental Application is received, the Town will notify the Applicant of whether the request is approved and if the requested date is available. All approvals are subject to and conditioned upon: the payment of the required rental fee; any modifications, limitations, or additional requirements indicated on the Rental Application; and compliance with all the provisions of this policy and any other applicable rules or regulations.
 - b. **Rental Hours.** The rental hours are for a 24 hour period for any particular Event as indicated by the Town on the Rental Application. The Applicant and all attendees must vacate the Hall by the end of the rental period.
 - c. **Sublet or Transfer.** An Applicant may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.
 - d. **Cancellation.** Approved rental requests may be cancelled as provided in this section.
 - i. **By Town.** The Town may cancel any approved rental request in any of the following circumstances: (1) at any time if the Applicant fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to pay the required rental fee, failing to provide for security by a law enforcement when required; (2) for any reason if the Town

provides notice of cancellation to the Applicant at least 30 days before the Event; or (3) at environmental or health conditions, or the interruption of utility services. If the Town cancels a rental request after it has been approved, except for Applicant's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees paid by the Applicant. Applicant acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss, or damages resulting from the Town's cancellation of rental request as provided in this section.

- ii. **By Applicant.** An Applicant may cancel a rental request up to 24 hours before the Event. The Town will return any rental fees paid by the Applicant at the next Regular Board Meeting.
- e. **Key Release.** For most rental periods, Applicant will be required to obtain a Hall key from the Town. Applicant will sign a release for said key no more than 3 days prior to event, except in particular circumstances as required by the Town. Applicant may not make copies or share the key with others. They Key must be returned within 2 days of event in the manner described when key is released.
4. **Rental Fees.** The following rental fees apply to the rental of the hall and are requested to be paid to the Town along with the Rental Application. See CANCELLATION and NONPROFIT ORGANIZATIONS for additional information.
 - a. **Rental Fees.** A rental fee of \$30 for the first 4 hours or \$60 per 24 hour period for use of the Hall.
 - b. **Deposit.** A deposit check for \$200 will be held until the event is complete and Hall is left in satisfactory condition.
5. **Nonprofit Organizations.** Registered 501(c)(3) nonprofit charitable organizations may be exempt from hall rental fees and deposit requirements at the discretion of the Town. For ongoing or long-term usage, the Town reserves the right to make individual arrangements with the organization for payment or services-in-lieu of payment. Donations are accepted.
6. **Use of the Hall.** The Applicant and Guests must comply with all of the following:
 - a. **Set-Up and Decorations.** The Applicant must set-up for the Event during the 24 hour rental period. Decorations may not be affixed to the Hall in any way that damages the Hall. Confetti, birdseed, rice, or other like items are prohibited.
 - b. **Sound Levels.** Sound levels must be controlled so as to not cause damage to the Hall or to unreasonably disturb neighbors.
 - c. **Disorderly Conduct.** Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Applicant shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused.
 - d. **Alcohol.** No liquor, wine or beer shall be sold or otherwise exchanged for compensation in connection with the use of the Hall. No liquor, wine or beer shall be served or consumed or otherwise distributed in connection with the use of the Hall.
 - e. **Security.** The Town may require the Applicant to have a licensed law enforcement officer present during the Event to provide security and to help enforce the provisions of this policy. The Applicant will be responsible for making all arrangements to secure the services of a licensed law enforcement officer, paying for the service, and for providing the person a copy of this policy.
 - f. **Gambling.** Gambling of any nature or manner is prohibited.
 - g. **Smoking.** The Hall is a smoke-free building and smoking of any kind is prohibited in the Hall and within 30 feet of the Hall.
 - h. **Parking.** Guests may not park on the lawn or in anyway that causes damage to the Grounds or that interferes with traffic or safety. Additional parking is located in the hay field north of the Town Hall. Use the field approach north of the Town Hall. If parking in the field is expected, notify the Town at least one week prior to the Event.
 - i. **Charging Admission.** The Applicant may not charge admission for the Event unless approved by the Town.
 - j. **Use of Furniture.** All tables and chairs may be used by Applicant. They may not be removed from the Hall. They may not be taken outside to the grounds. The kitchen, including refrigerator and sink, are available to Applicant.

- j. **Safety.**
 - i. No furniture, decorations, or other items may be placed in such a way as to block the exits.
 - ii. The Applicant is responsible for assuring the Hall does not become overcrowded. The Occupancy Load is posted at 90.
 - iii. No open flames, sparklers, or any fireworks are permitted in the Hall or on the Grounds.
 - iv. Applicant is responsible for notifying Town of any planned activities during the Event that may endanger Guests, the Hall, or Grounds. Such activities may require additional insurance. (See INSURANCE).

- k. **Clean-Up.** The Applicant is responsible for cleaning the Hall and must return the Hall to the same condition it was in before the rental. **This includes removing all trash and recycling.** Clean-up must be completed during the 24 hour rental period. If not cleaned, a \$30 cleaning fee will be assessed (2 hr minimum).

- 7. **Assumption of Responsibility.** The Applicant assumes full responsibility for the appropriate conduct of all the group members and Guests at the Hall during rental hours. The Applicant also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Applicant or the Guests. The Town is not responsible for any items that are left at the Hall by the Applicant or the Guests.

- 8. **Indemnification.** The Applicant agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Applicant or Guests.

- 9. **Insurance.** The Applicant may be required to provide proof of liability insurance before the Event proving coverage in an amount determined by the Town. If proof of insurance is required, the Applicant must deliver proof to the Town at least 24 hours before the Event. Failure to provide adequate proof of insurance as required by the Town will void the rental request and any approvals given by the Town.