

BROCKWAY TOWNSHIP  
43710 85<sup>th</sup> Avenue North,  
Rice, Minnesota 56367

BROCKWAY TOWNSHIP HALL  
RENTAL APPLICATION

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**Applications must be submitted to the Town Clerk at least forty (40) days before the event.**

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

**Applicant Information.**

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

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

**Rental Hours:** Starting Time: \_\_\_\_\_ End 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 and Times: \_\_\_\_\_ Clean-up Date and Times: \_\_\_\_\_

**Residency:** Is the Applicant a resident of the Town? Yes \_\_\_\_ No \_\_\_\_ Other: \_\_\_\_\_

**\*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. The Renter shall agree in writing to fully indemnify and hold harmless the Township from any claim or cause of action of whatever nature related to the provision of Alcohol at an Event and any occurrence resulting from said provision of alcohol at the Event.

1. **Rental Fees and Damage Deposit.** All additional fees and a damage deposit, if required, must be paid to the Town at least fourteen (14) days before the Event or this application is voided. The applicable fees are those as set by the Town in its Township Hall Rental Policy, and incorporated in the Brockway Town Fee Ordinance.
2. **Insurance:** Applicant will be required to provide proof of liability insurance before the Event in an amount determined by the Town.
3. **Execution by the Renter of a Rental Agreement.** Rental Agreement is to waive any Township responsibility or liability and Renter will agree to pay any and all costs or expenses incurred by the Town as a result of the Event.

**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.**

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

**Applicant's Printed Name:** \_\_\_\_\_

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**TOWN USE ONLY**

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

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

- 1. Insurance:** Applicant will be required to provide proof of liability insurance before the Event in an amount determined by the Town.
- 2. Execution by the Renter of a Rental Agreement.** Rental Agreement is to waive any Township responsibility or liability and Renter will agree to pay any and all costs or expenses incurred by the Town as a result of the Event.

3.

4.

**Fees:** Rental Fee: \$ \_\_\_\_\_  
Damage Deposit: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

For the Town: \_\_\_\_\_  
Printed Name Signature Date

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