

Rental Application for Height of Land Town Hall

Applications must be submitted to the town clerk at least 14 days before the event.

Date of Event: _____ Type of Event: _____

Applicant Information.

Name of Applicant: _____ Date of Application: _____

Address: _____ Phone #: _____

Rental Hours: Starting Time: _____ Ending 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 & Times: _____ Clean up Date & Times: _____

Insurance: Applicant is required to provide proof of liability insurance before the event in an amount determined by the Town Board.

Residency: Is the applicant a resident of Height of Land Township? Yes ___ No ___

Rental Fees & Damage Deposit. Rental Fees and Damage Deposit must be paid to the Town at least 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.

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.

Alcohol is prohibited on the premises.

Applicants Signature: _____ Date: _____

TOWN USE ONLY

Application approved? Yes ___ No ___ If "No", the reasons for denial:

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

Fees: Rental Fee: \$ _____ Damage Deposit: \$ _____

For the Town Hall _____
Printed Name Signature Date