



LINWOOD SENIOR CENTER

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-5565 • Fax (651) 462-0500
E-Mail: srcenter@linwoodtownship.org
Website: http://linwoodtownship.org

LINWOOD SENIOR & COMMUNITY CENTER RENTAL APPLICATION

Applications must be submitted to the Senior Coordinator or the Town Clerk at least 14 days before the event accompanied by the **\$50.00** non-refundable application fee.

Date of the Event: _____ Type of Event: _____

Please check one:

Hall Rental Only \$200.00 _____ **Hall Rental with kitchen access \$250.00** _____

Renter Information:

Name of Renter: _____ Date of Application: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Rental Hours. Starting Time: _____ Ending Time: _____

Set-up and Clean-up Times. The renter may request additional time to set-up for the event or to clean-up after the event as long as it does not interfere with any regular scheduled events.

Set-up Date & Times: _____ Clean-up Date & Times: _____

Alcohol. Will any alcohol be brought to or consumed at the event? ___Yes ___ No

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 requires the Renter to hire a licensed law enforcement officer to provide security for the event.

Insurance. Renter shall be required to provide proof of liability insurance in the amount of \$300,000.00 or more at least 14 days before the event.

Rental Fees & Damage Deposit. A non-refundable application fee (\$50) must be paid at the time of submitting the application. All additional rental fees and damage deposit, must be paid to the Town at least 30 days before the event or this application is voided. The applicable fees are those as set by the Town in its Linwood Senior & Community Center Rental Policy.

Renter 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.

Renters Signature: _____ Date: _____

TOWN USE ONLY

Application approved? ____ Yes ____ No

If "No", the reason(s) for the denial:

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

For the Town: _____
Printed Name Signature Date