



EVENT CONFIRMATION FOR THE LENT TOWN HALL

33155 Hemingway Ave
Stacy, MN 55079

RETURN THIS FORM WITH RENTAL MONEY AND DAMAGE DEPOSIT MONEY AT LEAST 30 DAYS PRIOR TO YOUR EVENT

Date of Event: _____ Type of Event: _____

Rental Hours: Starting Time: _____ am/pm Ending Time: _____ am/pm
(All events must end no later than MIDNIGHT.)

Applicant Information:

Name of Applicant: _____
Please print

Address: _____

Home Phone _____ Work Phone: _____

BALANCE DUE _____ DUE BY _____

DATE/TIME YOU WILL BE PICKING UP THE KEY FROM THE TOWN CLERK ____/____/____ AM/PM

DO YOU PLAN TO USE THE STOVE/OVEN? _____

DATE & TIME OVEN NEEDS TO BE TURNED ON _____

DO YOU PLAN TO HAVE A DANCE? _____ TIME _____

APPROXIMATE NUMBER OF GUESTS _____

ARE YOU SERVING ALCOHOLIC BEVERAGES? _____

Alcohol

"Alcohol" means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.

*Serving of alcohol must coincide with dance times and end no later than MIDNIGHT. Dance times are limited to a maximum of 4 hours and must end no later than MIDNIGHT.

Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Lent Town Hall without the proper permits approved by the Lent Town Board of Supervisors.

Set Up

Set up can start at 9:00 am the day before your event in most cases, or on the day of the event. A key must be picked up from the town clerk. Please contact the town clerk to arrange set up and key pick up times.

Clean Up

Clean up must start by 9:00 am the day after your event and be completed by 11:00 am. Clean up also can be done in the 1 hour time frame after your event is complete. If clean up is not started by 9:00 am, money will be withheld from your damage deposit.

If you choose not to clean up after your event, you will forfeit your \$300 damage deposit.

Sign here if you will **not** be cleaning up after your event _____