



# 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 chose not to clean up after your event, you will forfeit your \$250 damage deposit.\*

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