

City of Rushford Village, Minnesota
Community Center Rental Application

Submit this Community Center Rental Application to the City Clerk at least 14 days prior to the Event. Please complete **ALL** items below. Incomplete applications **will not** be processed.

DATE AND TIME OF RENTAL

Day of Rental: _____ Rental Hours _____ [am][pm] to : _____ [am][pm]

Duration of Rental: (circle one) Full Day; Half Day includes five (5) hours

PLEASE NOTE: all events must conclude no later than 9:00 p.m.

INDIVIDUAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Alternate Telephone: _____

ORGANIZATION INFORMATION

Name of Organization/Company: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Alternate Telephone: _____

EVENT INFORMATION

Describe event and activities, including any entertainment: _____

Estimated Attendance: _____

Estimated number of minors attending: _____

Will food be served? YES NO

Will alcohol be served? YES NO
(Please note that if alcohol is served, insurance is required)

Will a Caterer be used? YES NO

Caterer name and contact number: _____

Describe type of food to be served: _____

Rental of Community Center includes use of the pavilion and playground

A security deposit of \$100.00 must accompany this application. The rental fee must also accompany this application. The security deposit and rental fee may be paid by cash or check, but if paying by check, please bring two separate checks. Checks should be made payable to the "City of Rushford Village." If the check is dishonored, your event will be cancelled by the City. Please see the Community Center Rules and Regulations for more information concerning the security deposit.

Signature of Applicant_____
Date**FOR CITY USE ONLY**

Security deposit received: \$ _____

Application approved YES NO

Security deposit returned/shredded: \$ _____ Date returned/shredded: _____