

New Haven Township

9024 County Road 3 NW
Oronoco, MN. 55960
(507-356-8330)

HALL RENTAL POLICIES

78 X26 MEETING ROOM

MEN'S & WOMEN'S RESTROOMS

10 X 22 SERVING KITCHEN

- *Refrigerator / Freezer*
- *Coffeemaker*
- *Bottled Water*
- *Microwave*
- *Deep Double Wash Sink*
- *3- 20 Amp 120 Volt Circuits*

Daily Rental Fee: New Haven Twp Residents **\$75.00**

Non Twp Residents ~~**\$125.00**~~ **200**

All Commercial Enterprises ~~**\$175.00**~~ **200**

Parties leasing the Town Hall shall be responsible to furnish all food serving utensils and supplies including but not limited to paper towels, knives, forks, spoons, and plates.

Parties leasing the Town Hall shall remove all trash generated at the function by taking it off the property as they depart. The trash shall be disposed of in a legal manner.

All charges and rules may be waived or amended by the Town Board at a regular meeting of the Town Board.

Extra charges will be billed to the lessee if the hall is not left in the condition it was found.

Lessee:

Date:

Reservation Date:

Time of use:

No Alcoholic beverages are permitted unless the event is Catered by an establishment with a Minnesota Liquor License.

(April 2007)

BEFORE YOU LEAVE!

- ***SWEEP & MOP HALL IF NEEDED***
- ***CLEAN KITCHEN COUNTERS & SINK***
- ***SHUT SERVING DOOR***
- ***TAKE ALL TRASH WITH YOU***
- ***REBAG TRASH CONTAINERS***
INCLUDING RESTROOMS
- ***REPLACE ALL CHAIRS AND TABLES***
AS THEY WERE
- ***LEAVE THE KEY ON THE KITCHEN***
COUNTER UNLESS OTHER
ARRANGEMENTS HAVE BEEN MADE
- ***BE SURE DOORS ARE LOCKED!***
- *Thank you and we hope you had a good time!*