# New Haven Township

OLMSTED COUNTY, MINNESOTA – EST. 1858
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9024 COUNTY ROAD 3 NW, OROCOCO, MN 55960

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## New Haven Town Hall Rental Form

NAME _____ Date of rental_____

Function/Event _____

Homeowner's Insurance Company _____ Policy # _____

Any damages to the town hall occurring during the event will be covered under home owner's insurance. Extra charges may be billed to the lessee if the hall is not left in the condition it was found.

Parties leasing the town hall will 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 must 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.

No alcoholic beverages are permitted unless the event is catered by an establishment with a current Minnesota liquor license.

Storage of any equipment is prohibited without prior approval by the town board. Renter agrees that the township will not liable for any damage that may occur to stored equipment. Monthly rental fee to store equipment will be $25.00 per month.

Hall Rental amenities include:

- 78 x 22 meeting room with tables and chairs
- Men's and women's restrooms
- 10 x 22 Kitchen equipped with Refrigerator/freezer, coffee maker, bottled water, microwave, deep double wash sink, 3 – 2 amp 12-volt circuits

I, the undersigned am a resident(s) of New Haven township and will be in attendance during the entirety of the above event. I also agree to follow the requirements of renting the town hall as explained and noted in the document "Before You Leave" that has been reviewed with me/us.

Rental Fee – New Haven Township Residents Only Non-commercial - $75.00

Commercial - $125.00

Renter Signature: _____ Date: _____

Paid _____ Cash Check # _____ NC _____