

# RENTAL APPLICATION FOR THE HELGA TOWNSHIP TOWN HALL

## Mail Application and Fees to:

Becky Reinarz  
48190 County 36  
Laporte, MN 56461

## TOWN USE ONLY

Deposit Received: \_\_\_\_\_ Check number: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_  
Rental Fee Received: \_\_\_\_\_ Check number: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Checklist completed: \_\_\_\_\_

**To Rent Contact: Becky Reinarz / 218-390-8124 / rentals@helgatownship.com**

| Rental Fees                                                                                                 |                |                                         |
|-------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------|
| Damage Deposit: \$ 100 (Seperate Check) ALL USERS WILL PAY DAMAGE DEPOSIT                                   |                |                                         |
| 1 Room rental:                                                                                              | \$ 25 per hour | \$ 100 per day                          |
| 1 Room & Kitchen:                                                                                           | \$ 30 per hour | \$150 per day                           |
| Entire Downstairs:                                                                                          | \$ 35 per hour | \$200 per day                           |
| Auditorium:                                                                                                 | \$ 30 per hour | \$150 per day                           |
| Town Hall: Downstairs and Auditorium(excludes 1 upstairs class room)                                        | NA             | \$500 a weekend (Friday 4 pm-Sun noon)  |
| Nary Heritage Pavilion(outside space) without ice. The ice will not be rented.                              | \$ 25 per hour | \$100 per day                           |
| Nary Heritage Pavilion and warming room The ice will not be rented.                                         | \$ 30 per hour | \$150 per day                           |
| Whole Grounds: Town Hall downstairs and auditorium), pavilion, warming room(excludes 1 upstairs class room) | NA             | \$1500 a weekend (Friday 4 pm-Sun noon) |
| Rental Address: 25895 County Road 9, Bemidji, MN 56601                                                      |                | Fees updated 11/25/21                   |

**\*\*Day rate is for 8 am to 8 pm-no overnight set up or clean up**

**Applications must be submitted to the township at least 14 days before the event along with security deposit and applicable fee.**

## EVENT INFORMATION:

Date of the Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Wifi needed: \_\_\_ Yes \_\_\_ No

**RENTAL HOURS:** Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ (no later than \_\_\_)

## ROOM RENTAL:

\_\_\_\_\_ Kitchen \_\_\_\_\_ North Room \_\_\_\_\_ South Room \_\_\_\_\_ Auditorium \_\_\_\_\_ Pavillion \_\_\_\_\_ Pavillion and room

**SET UP AND CLEAN UP TIMES.** Applicant may request additional time to set-up for the event or to clean-up after the event. Must be on the same day for the "Day" rate.

Set-up Date & Times: \_\_\_\_\_ Clean-up Date & Times: \_\_\_\_\_

**APPLICANT INFORMATION**

Company/Entity name:if applicable \_\_\_\_\_

Name of Renter: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Alcohol:** Will any alcohol be brought to or consumed at the event? \_\_\_\_ Yes \_\_\_\_ No

**IMPORTANT:** Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. If alcohol will be present, the Township will require the Renter to hire a licensed security company to provide security for the event.

Name of Company \_\_\_\_\_ phone \_\_\_\_\_

Proof of payment with event dates stated \_\_\_\_\_

**Insurance (needed if alcohol or more than 50 people)**

Renter will be required to provide proof of liability insurance before the event in an amount determined by the Town.

Proof of insurance \_\_\_\_\_

**RENTAL FEES AND DAMAGE DEPOSIT**

At the time of application, a damage deposit check for \$100 and the completed application must be submitted. A check made out to Helga Township for the correct fee must be submitted at least 14 days prior to the event.

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

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Renter understands and agrees that if the application is approved, Renter is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy, including filling out the checklist before they leave.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_