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# RAVENNA TOWNSHIP

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## Rental Application for the Ravenna Township Town Hall

Applications must be submitted to the town clerk at least 14 days before the event along with a \$50.00 rental fee.

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

### Applicant Information.

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

Organization Representing \_\_\_\_\_

Rental Hours. Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

**Insurance.** Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town.

**Rental Fees & Damage Deposit.** An application fee must be paid at the time of submitting the application. All additional fees and a damage deposit, if required, must be paid to the Town at least 14 days before the event or this application is voided. The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### TOWN USE ONLY

Application approved?  Yes  No. If "No", the reason(s) for the denial:

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

Fees: Rental Fee: \$50.00 \_\_\_\_\_ Damage Deposit (\$200.00): \$ \_\_\_\_\_

For the Town: \_\_\_\_\_

Printed Name

Signature

Date

Condition of Building \_\_\_\_\_

Date of Refund \_\_\_\_\_ Amount of Refund \_\_\_\_\_