



# Village of Minong – Hall Rental Application

Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

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

Event Hours: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Type of Use: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

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

Live Entertainment: \_\_\_\_\_ (Yes or no)

Preferred Method of contact? (text/email/call)

Event open to Public? \_\_\_\_\_ (Yes or no)

Text  Email  Call

Will Alcoholic Beverages be on Premises? \_\_\_\_\_ (Yes or no)

Special Notes: \_\_\_\_\_

Daily Hall Rental	\$100: Separate check from refundable deposit.
Refundable Deposit	\$300: Refundable deposit due with application

### Refund Policy:

- If canceled 90 days or more before the rental date: Full refund
- If canceled 60–89 days before: 50% refund
- If canceled less than 30 days before: No refund
- Refundable deposits will only be returned after the facility has been inspected for cleanliness.

### Building Access Policy:

- The Village Hall is equipped with a keypad lock system on the West (brown) side door. No physical key will be issued.
- Renters will be provided with a temporary access code 24 hours prior to their scheduled rental date. The code will be sent via text message, email, or phone call from the Village of Minong. Renters must indicate their preferred method of communication in the contact information section above for receiving the access code.
- Once inside, renters may use other doors for access to the outside; however, all doors must be securely closed and locked before leaving the facility.
- Renters are responsible for keeping their access code confidential and ensuring the facility is secured upon departure.

### Rules for use of the Village Hall:

1. The Village Hall shall not be permitted to remain open between 1:00AM and 8:00AM.
2. The Hall must be cleaned and scrubbed after use, and garbage must be removed from the building and premises. You must provide all your own cleaning supplies. Required cleaning includes floors swept & mopped, kitchen cleaned, bathrooms cleaned, tables and chairs wiped down and returned to original location.
3. The Village Hall is inspected before and after an event. Any damages to Village property shall be the financial responsibility of the party renting and using the Hall. The party renting the Hall shall be liable for cleaning and damages that may exceed the security deposit amount. This includes damage to, but is not limited to, tables, chairs, flooring, lighting, walls, kitchen equipment, plumbing, and all other aspects of the hall damaged by the rental party during the event. The security deposit will be returned if the Hall is clean and no damage is found.
4. Decorations may be placed on the windows, doors, and bulletin board only, absolutely no thumb tacks, nails, or tape on the walls or ceilings.
5. It is unlawful for any person to have open or consume any fermented malt beverages, wine, or intoxicating liquor on the Village premises, or outside the front doors of the hall. If consumption of alcoholic beverages is permitted at an event, a bouncer is required and shall be a Village police officer paid at the current hourly rate.
6. The party renting the hall shall be liable for all damage and injuries, if any, resulting from the use of the Hall or as a result of any event held in the Village Hall, including those serving alcoholic beverages, whether the said damage or injuries occur on or off Village premises rented by said party. Furthermore, the renting party shall hold the Village of Minong harmless from any resulting liability and indemnify the Village of Minong for any costs associated with defending any claim resulting thereof.

*By signing below, you agree and understand these terms and have confirmed that you will abide by all the Hall Rental Applications Rules. I also confirm that I have received a copy of this rental agreement form.*

Renting Party's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please call Janel at 715-939-0938 or Duane at 715-520-0364 if you have any questions about the hall's conditions upon arrival.

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### FOR VILLAGE USE ONLY – DO NOT WRITE IN THIS SECTION

Event Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Deposit: \_\_\_\_\_ Security Deposit: \_\_\_\_\_