



TOWNSHIP HALL RENTAL APPLICATION

Submit this application to: Watab Township Clerk
660 75th Street NW
Sauk Rapids, MN 56379
watabts@gmail.com
320-240-2270

DATE OF APPLICATION: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Date of Event: _____

Township Resident: YES NO

Circle Type of Organization: Private Family Event Non-Profit Organization
Government Organization For-Profit Business
Open House Other: _____

Type of Event: _____

Event Begins at: _____ Event Ends at: _____ Set-up Time: _____

Number of People: _____ Will alcohol be served? YES NO

- All applicants must read the Rental Agreement Policy and sign the Acknowledgement Form.
- The Township reserves the right to deny any application subject to room and staff availability.
- Call the Township Clerk with questions or to make inquiries about available dates.

**PLEASE PAY THE RENTAL FEE AND DAMAGE DEPOSIT IN TWO SEPARATE CHECKS AND SUBMIT WITH YOUR APPLICATION
PROOF OF INSURANCE MUST BE SENT WITH APPLICATION**

For Office Use Only

Rental Fee Paid: \$ _____ Date: _____ Check # _____

Damage Deposit Paid: \$ _____ Date: _____ Check # _____

Acknowledgement Form Received: YES NO

Proof of Insurance Provided for Rentals by Individuals: YES

Date Rental Approved: _____ Deposit Returned: _____

Fob: _____ Fob Returned: _____