



CITY OF LANESBORO

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www.lanesboro-mn.gov

Community Center Rental Application

Submit this Application to the City Clerk at least 45 days prior to the event.
Please complete all items below. Incomplete applications will not be processed.

DATE AND TIME OF RENTAL

Day of Rental: _____ Rental Hours: _____ [am][pm] to _____ [am][pm]

Date of Event: _____ Event Hours: _____ [am][pm] to _____ [am][pm]

NOTE: "Rental Hours" must include time needed for set up and clean up.

INDIVIDUAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

ORGANIZATION/COMPANY INFORMATION

Name of Organization/Company: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

EVENT INFORMATION

Describe event and activities including any entertainment: _____

Please use a separate sheet of paper for additional information.

Estimated attendance: _____

Is use of kitchen requested? YES NO

Will food be served? YES NO

Will alcohol be served? YES NO

Will alcohol be sold? YES NO

Will an officer need to be hired for the event? YES NO

Will you be contracting to have the lights hung from the ceiling? YES NO

APPLICANT MUST COMPLY WITH ALL ALCOHOL LICENSING REQUIREMENTS

Renter agrees to pay the City of Lanesboro 25% of the total rental fee (Non-Refundable) upon entering into agreement. The rental deposit may be paid by cash or check. Checks should be made out to the "City of Lanesboro." If the check is dishonored, your event will be cancelled by the City. See the Community Center Rules and Regulations for more information concerning the security deposit.

Signature of Applicant

Date

FOR CITY USE ONLY	
Security deposit received: \$ _____	Application Approved YES NO
Security deposit returned: \$ _____	Date Returned: _____