

AMERICAN LEGION CHARLES COWDEN POST 184

108 1ST AVE SE, P.O. BOX 255
PINE ISLAND, MN 55963
507-356-8991

Rental Application

Applications must be submitted to the Legion Rental Contact as far in advance of the event as possible. If not a 501c tax exempt organization a \$25 non-refundable application fee must accompany the application. The application fee will be credited toward the rental fees. Proof of 501c exempt status (copy of Determination letter from IRS) must be presented at time of rental application to have fees waived.

Person or group requesting rental: _____

Is the applicant a member of the Pine Island American Legion Post 184 ___ Yes ___ No

Name of Responsible Person: _____

(Must be an adult over the age of 21.)

Address: _____

City _____ State _____ Zip _____

Phone:(home) _____ (work) _____ (cell) _____

E-mail: _____

INFORMATION

Date of Event: _____ Type of Event: _____

Rental Hours: Starting Time: _____ Ending Time: _____ (Rental hours should include time needed for set-up and clean-up.)

Event hours: Starting time: _____ Ending Time: _____ (Ending time must be no later than midnight)

Expected number of attendees/guests: _____

What kind of food will be served, if any? ___ Snacks ___ Full Meal (breakfast lunch supper)

How will food be prepared/provided? _____

If catered, who will be catering the event? _____

I, the undersigned responsible person, have read the rental policy and understand and agree that if this application is approved, I am fully responsible for the event and subject to the terms and conditions of the Legion Hall Rental Policy.

Responsible person signature: _____ Date: _____