

**City of Cokato, Minnesota  
Room Rental - Application  
Community Room/Centennial Room**

Submit this Application to City Hall prior to the event.  
Please complete all items below. Incomplete applications will not be processed.

**DATE AND TIME OF RENTAL**

Room Requested: (Check box)      Community Room–City Hall      Centennial Room-Library

Date(s) of Rental: \_\_\_\_\_

Rental Hours: from \_\_\_\_\_ [am]      [pm] to \_\_\_\_\_ [am]      [pm]

**NOTE: “Rental Hours” should include time needed for set up and clean up.**

**REQUESTOR INFORMATION**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

**ORGANIZATION/COMPANY INFORMATION**

Name of Organization/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

**EVENT INFORMATION**

Describe event and activities including any entertainment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated total number in attendance: \_\_\_\_\_ Estimated number of minors attending: \_\_\_\_\_

Is use of kitchen requested?    YES        NO    Will food be served?    YES        NO

**NOTE: ALCOHOL IS PROHOBITED ON THE PREMISES.**

A security deposit of \$150.00 must accompany this application for all events. The security deposit may be paid by cash or check. Checks should be made payable to the City of Cokato. If the check is dishonored, your event will be cancelled by the City. See the Community Room Rules and Regulations for more information concerning the security deposit.

Applicant hereby agrees to comply with all of the terms and conditions as stated in this application and the accompanying Community Room/Centennial Room Rules and Regulations. Applicant hereby acknowledges receipt of the Community Room/Centennial Room Rules and Regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Check to clear form

**FOR CITY USE ONLY**

Rental fee received: \$ \_\_\_\_\_ by \_\_\_\_\_

Security deposit received: \$ \_\_\_\_\_ by \_\_\_\_\_    Application Approved:    YES    NO

Date keys picked up: \_\_\_\_\_    By: \_\_\_\_\_

Date keys returned: \_\_\_\_\_

Security deposit returned: \$ \_\_\_\_\_ by \_\_\_\_\_    Date Returned: \_\_\_\_\_

Reason deposit withheld: \_\_\_\_\_