



City of Aurora, Minnesota Community Center Rental Application Non-Profit

Submit this Application to the City Clerk at least 3 days prior to the first event of the calendar year.

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) _____

Email Address: _____

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: _____

Average Estimated attendance: _____

Average Estimated number of minors attending: _____

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

APPLICANT MUST COMPLY WITH ALL ALCOHOL LICENSING REQUIREMENTS

REOCCURRING EVENT (if applicable)

Yes No

Recurrence Pattern: _____

A security deposit of \$100 must accompany this application. The security deposit may be paid by cash or check. Checks should be made out to the "City of Aurora." 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: _____