

**RENTAL APPLICATION FOR THE  
COLLEGEVILLE TOWNSHIP TOWN HALL**  
27724 County Road 50, Cold Spring

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Applications must be submitted to the Town Clerk at least 10 days before the event.

Date of the Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Applicant Information.**

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Rental Hours.** Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ (maximum of three (3) hours)

**Insurance.** Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town

**Alcohol.** No liquor, wine, or beer shall be sold or consumed during the use of the Town Hall.

**Rental Fees.** A rental fee of \$25 per hour with a minimum charge of \$50 must be submitted prior to the event.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TOWN USE ONLY**

Application approved? \_\_\_\_ Yes \_\_\_\_ No. If "No", the reason(s) for the denial:

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

\_\_\_\_\_

Fees: Rental Fee: \$ \_\_\_\_\_ Damage Deposit (if required): \$ \_\_\_\_\_

Township Employee or Official to be on-site during the Event: \_\_\_\_\_

For the Town: \_\_\_\_\_  
Printed Name Signature Date