

**GTM Family Center Ice Rink
at the Jon & Ruth Ann Wefald Pavilion
Reservation Application & Contract Agreement**



To confirm a reservation for the GTM Family Center Ice Rink at the Jon & Ruth Ann Wefald Pavilion, this form and all accompanying paperwork must be completed, signed, and submitted along with the deposit/damage fee. The remaining balance is due at least one week prior to the date of the activity.

RESERVATION INFORMATION	
<p>Date(s) Requested: _____</p> <p>* Ice Rink is NOT available to rent during public hours. * Reservation Season: December 1 - February 18. * Reservations will not be accepted until November 1. * Reservations must be made and paid in full one week prior to requested date. * Renters will not be given access to the Ice Rink prior to the starting time requested on this form. * Time requested must include any time needed for decorating and cleanup. * Person making reservation request must be at least 18 years of age. * Clients will be billed according to the entire amount of attendees for the reservation. * All rules and regulations are subject to change without notice.</p>	<p>Available time blocks when rink opens to the public at 1pm: (Please circle time(s) requested)</p> <p>10:30a-12:00p 7:30p-9:00p</p> <p>Additional time blocks when rink opens to the public at 3pm: (Please circle time(s) requested)</p> <p>10:30a-12:00p</p> <p>1:00p-2:30p 7:30p-9:00p</p>

Organization/Group _____ # of People _____

Contact Person _____ Phone (cell) _____

Address _____ Phone (home) _____

City _____ Zip _____ Phone (work) _____

Email Address _____

Do you need tables and chairs? Yes No **Limit (2) 6-foot tables and (10) chairs.**

Signature of Renter _____ Date _____

2017/18 FACILITY USE FEES	
Facility Rental	\$52.50/block (1-50 people) \$67.50/block (51-75 people) \$82.50/block (76-100 people) \$97.50/block (101-150 people)
Deposit / Damage Fee	\$50.00
<p>This fee must be submitted, along with the proper paperwork, in order to secure an event on the Ice Rink calendar. This amount will be deducted from the total rental fee to determine the remaining balance that is due. All or part of this fee will be refunded to the renter pending condition of the Ice Rink at the conclusion of the event.</p>	
Skate Rental Fee	\$3.00/pair
<p>Skate rentals are not included in the rental fee. NOTE: Skates must be paid for at the Ice Rink at the time of the rental.</p>	
<p>Make Checks Payable to: MPRD</p>	

OFFICE USE ONLY	
Rental _____ block x \$ _____/block	= \$ _____
Deposit / Damage Fee	= \$ 50.00
TOTAL RENTAL FEE DUE	= \$ _____
Less \$50 Deposit/Damage Fee	= \$ (50.00)
TOTAL BALANCE DUE	= \$ _____
Deposit Fee pay date: _____	Initials: _____
Balance due pay date: _____	Initials: _____
<p>* <i>Deposit/Damage Fee due at the time of reservation.</i> * <i>Cancellation of rental within 7 days of event will result in loss of fees and deposit.</i> * <i>Full payment due at least 7 days prior to the date of rental, or the event is subject to cancellation.</i></p>	

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Rules and Regulations

Ice Rink reservation applicants must read the following rules and regulations, and initial each to verify acceptance.

- _____ 1. Reservations will not be accepted until November 1. The reservation season is December 1 - February 18.
- _____ 2. Reservations must be made no later than one week in advance. A **\$50 deposit/damage fee is required** at the time of the reservation. Events **WILL NOT** be added to the Ice Rink schedule until the down payment is submitted.
- _____ 3. The Ice Rink is not available to rent during public hours.
- _____ 4. All rules and regulations are subject to change without notice.
- _____ 5. You will not be able to enter the rink until your time slot begins. Reservation requests must include the hours necessary for decorating and clean up.
- _____ 6. Events must be scheduled to end by 9:00 p.m. - including clean up.
- _____ 7. The absolute occupancy capacity at the Ice Rink is 350 people.
- _____ 8. An MPRD facility supervisor will be scheduled to arrive at the Ice Rink at the time requested by the renter.
- _____ 9. All trash, paper products, etc. are to be picked up and deposited in provided trash receptacles.
- _____ 10. No open flames or candles.
- _____ 11. Taping, tacking, gluing, and nailing to any wall surfaces **IS NOT PERMITTED**. This is to include painted surfaces, doors, windows, and limestone areas.
- _____ 12. Client will need to provide any tools required for decorating. The Manhattan Parks and Recreation Department must approve any decorating.
- _____ 13. Dressing/changing or storage facilities are not available at the Ice Rink. No kitchen facilities are available.
- _____ 14. All equipment, articles, and supplies must be removed by the end of the event. Clients will be charged when staff must wait for pickup and clean up.
- _____ 15. Customers are responsible for placing trash in containers and removing all materials not originally found in the Ice Rink from the site by the end of the rental period.
- _____ 16. No food or drink, (including alcohol) is allowed on the ice. Renters may bring other food/drink items for their event, with the exception of hot chocolate, which is available for purchase at the Ice Rink.
- _____ 17. No hockey is allowed.
- _____ 18. The supervisor has the authority to prohibit inappropriate activities and enforce all rules.
- _____ 19. Manhattan City Ordinance prohibits smoking inside the Pavilion, and within 20 feet of the entrances.
- _____ 20. Clients will be billed when events run longer than the scheduled reservation time. Also, refunds will not be granted for events that end earlier than requested.
- _____ 21. Clients will be billed accordingly if the amount of attendees exceeds the number of participants agreed upon in the reservation application.
- _____ 22. I grant the City of Manhattan permission to photograph, film or record visitors for standard City purposes including but not limited to promotion, education, publicity, development, fundraising and presentation, in all media and social media formats. I release the City from any and all injury, liability or damage that may arise from such use.

I received, read, and reviewed the Ice Rink Rules and Regulations. I understand the conditions and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

Signature of Applicant

Date

MPRD Staff Signature

Date