

MANHATTAN PARKS AND RECREATION
Larry Norvell Band Shell Reservation Application



To reserve the Larry Norvell Band Shell, please follow these steps:

1. Fill out the necessary paperwork for the desired facility. This includes the **Application** form and the **Rules & Regulations** form. Reservation Applications must be turned in two week prior to the event and deposit paid to reserve a facility.
2. Return forms to Manhattan Parks & Recreation, along with the appropriate deposit/damage fee (see box at lower left of page). Events will not be added to the facility calendar until the forms and the deposit have been submitted. **Full payment due at least 7 days prior to the date of activity, or the event is subject to cancellation.**
3. For more information about the Pavilion and/or Band Shell, or to check on availability of dates, please call the Parks & Recreation office at (785) 587-2757 or email Ginny Pape at pape@cityofmhk.com.

RESERVATION INFORMATION	
Date(s) Requested _____	Time Requested _____
<ol style="list-style-type: none"> 1. Time requested must include any time needed for decorating and cleanup. Renters will not be given access to facility prior to the starting time requested. 2. Reservations must take place between 7:00 AM and 11:00 PM. 3. Events with 500 or more attendees require the approval of a Recreation Supervisor. 	

Activity/Event: _____ # of People: _____
Approval required if 500 people or more

Contact Person: _____ Phone (main): _____

Address: _____ Phone (other): _____

City: _____ Zip: _____ Email: _____

Signature of Renter: _____ Date: _____

CONCERT? Yes No

NOTE: Music played within the park must be appropriate for all audiences. Amplified music **MUST** end by 10:00 PM.

USER FEES – NORVELL BAND SHELL	
Rental Fee	\$60/hour
Damage Deposit Fee	\$100
<p>Damage Deposit Fee: This fee must be submitted, along with proper paperwork, to secure an event on the calendar. This amount will be deducted from the total rental fee to determine remaining balance that is due. All or part of this fee will be refunded to the renter pending condition of the facility at the conclusion of the event.</p>	

OFFICE USE ONLY	
Stage Rental _____ hours x \$60/hour	= \$ _____
Deposit / Damage Fee (\$100)	= \$ _____
TOTAL RENTAL FEE DUE	= \$ _____
Less Deposit/Damage Fee	= \$ (_____)
TOTAL BALANCE DUE	= \$ _____
Down payment pay date: _____ / _____	INITIALS
Balance due pay date: _____ / _____	INITIALS
Approved by: _____	Date: _____

OFFICE USE ONLY
Payment Reminders: _____
Supervisor Name(s): _____
Park Staff Name(s): _____

