

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) 587-2754 or email mhkprd@cityofmhk.com.

<b>RESERVATION INFORMATION</b>	
Date(s) Requested _____	Time Requested _____
<ol style="list-style-type: none"> <li>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.</li> <li>2. Reservations must take place between 7:00 AM and 11:00 PM.</li> <li>3. Events with 500 or more attendees require the approval of a Recreation Supervisor.</li> </ol>	

Activity/Event: \_\_\_\_\_ # of People: \_\_\_\_\_

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.

<b>USER FEES – NORVELL BAND SHELL</b>	
Rental Fee	\$50/hour - Noncommercial \$100/hour - Commercial
Extra Supervisor Fee	\$10/hour/worker (Depending on event needs.)
<b>Down Payment: Half of the Total Rental Fee is due to guarantee your reservation.</b>	

<b>OFFICE USE ONLY</b>
Payment Reminders: _____
Supervisor Name(s): _____
Park Staff Name(s): _____

<b>OFFICE USE ONLY</b>	
Stage Rental _____ hours x \$_____/hour	= \$ _____
____ Extra Supervisor(s) x ____ hours x \$10/hour	= \$ _____
<b>TOTAL RENTAL FEE DUE</b>	= \$ _____
Less Down Payment	= \$ (_____)
<b>TOTAL BALANCE DUE</b>	= \$ _____
Down Payment pay date: _____ / _____	INITIALS
Balance Due pay date: _____ / _____	INITIALS
Approved by: _____	Date: _____

