

Blue Earth Plaza - Reservation Application Form



To reserve the Blue Earth Plaza, follow the steps below:

1. Fill out the necessary paperwork. This includes this Application, the Rules & Regulations and the Facility Alcohol Use Agreement (if applicable). A BEP Site Map must also be submitted at least seven days prior to the event.
2. Return forms to the Flint Hills Discovery Center (315 S. 3rd St.), along with the appropriate damage deposit fee. Events will not be added to the Blue Earth Plaza calendar until the forms and the deposit have been submitted.
3. To check the availability of the Blue Earth Plaza, please contact the Flint Hills Discovery Center at 785-587-2726.
4. No glass containers or bottles are permitted at Blue Earth Plaza!

RESERVATION INFORMATION

Date Requested: _____ Time Requested: _____
(start to finish)

- Renters will not be given access to Blue Earth Plaza prior to the starting time requested.
- Time requested must include any time needed for decorating, catering needs, and clean up.
- Flint Hills Discovery Center staff will be assigned to supervise the event. Duties include providing access, along with monitoring the facility while the event is taking place.
- The capacity of the concrete area of Blue Earth Plaza is approximately 100 people.

CONCERT? Yes No

NOTE: For concerts or events utilizing the sound system, the FHDC Supervisor on duty will advise you on appropriate volume levels.

ALCOHOL INCLUDED?

Yes No

If yes, a caterer licensed to serve alcohol will be required.

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 Some events may be subject to completion of a Special Event permit, available at City Hall (1101 Poyntz).

Activity _____ # of People _____

Contact Person _____ Phone #1 _____

Address _____ Phone #2 _____

City _____ Zip _____

Email _____

Signature of Renter _____ Date _____

FACILITY USE FEES

Facility Rental Fee	Regular
1 – 100 people	\$60/hour
101 – 200 people	\$75/hour
201+ people	\$90/hour
Damage Deposit Fee	\$100 (no alcohol) \$200 (with alcohol)

The damage deposit fee must be submitted, along with the proper paperwork, in order to secure an event on the Blue Earth Plaza calendar. This amount will be added to the fee to determine the total that is due. All or part of the damage deposit will be refunded to the renter pending condition of the Blue Earth Plaza at the conclusion of the event.

OFFICE USE ONLY

Rental _____ hours x \$ _____ / hour	= \$ _____
Damage Deposit Fee: (\$100 or \$200)	= \$ _____
TOTAL RENTAL FEE DUE	= \$ _____
Less Damage Deposit	= \$ (_____)
TOTAL BALANCE DUE	= \$ _____

Date Deposit Fee paid: _____ Initials: _____

Date Balance Due paid: _____ Initials: _____

Full payment due at least 7 days prior to the date of activity, or the event is subject to cancellation.

Blue Earth Plaza (BEP) - Rules and Regulations



Applicants must read the following rules and regulations. Your signature below verifies acceptance of the following:

RESERVATIONS

- ✓ Reservations must be made no later than 14 days in advance. The appropriate damage/deposit fee is required at the time of the reservation; the balance of the rental fee is due seven days prior to the date of the event.
- ✓ Reservations cannot be made more than one year in advance of the event date requested.
- ✓ Reservation requests must include the hours necessary for decorating, caterer's needs, and clean-up.
- ✓ Events must be scheduled to end by 11:00 pm, including clean-up.
- ✓ Events cancelled less than three weeks prior to reservation will forfeit their damage/deposit fee.
- ✓ The damage/deposit fee will be returned to the renter approximately 4-6 weeks after the reservation, providing the renter follows all rules/regulations and leaves the BEP damage-free.
- ✓ For events that include alcohol, the renter and caterer will be responsible for establishing a defined perimeter that outlines the rental space. FHDC has a limited number of retractable tension barriers available; it is the responsibility of the renter to secure any additional equipment necessary to establish the perimeter.
- ✓ Arrangements for tables, chairs, and other equipment must be made by the renter through a rental agency.
- ✓ Parking in the area of Blue Earth Plaza is limited. Renters should inform guests of the parking situation and direct parking to the nearby Conference Center parking garage.
- ✓ Events must not run longer than the scheduled reservation time. Refunds will not be granted for events that end earlier than requested, or for those affected by weather.

SET UP/CLEAN UP

- ✓ All trash, paper products, etc. are to be picked up and deposited in the provided trash receptacles.
- ✓ Taping, tacking, gluing, and nailing to all wall surfaces **IS NOT PERMITTED**. This is to include painted surfaces, trees, furniture, framework, and stonework.
- ✓ The renter must provide any tools required for decorating. FHDC administrative staff must approve any decorating. **NO GLASS CONTAINERS, TABLEWARE, OR BOTTLES ARE PERMITTED.**
- ✓ Dressing/changing or storage facilities are not available. Public restrooms are located adjacent to the plaza.
- ✓ All equipment and articles must be removed by the end of the event, unless prior arrangements have been made with FHDC staff. Renters will be charged when staff must wait for pickup of vendor supplies.

FOOD/BEVERAGE

- ✓ A licensed caterer is required for service of alcohol or cereal malt beverages to all persons attending an event at the BEP.
- ✓ Clients must comply with specific requirements in the event alcoholic or cereal malt beverages are to be served.
- ✓ The throwing of rice, confetti, birdseed, etc. at BEP **IS NOT PERMITTED**.
- ✓ If alcohol is served, a Facility Alcohol Use Agreement must be completed and submitted - as part of the application process - to the Flint Hills Discovery Center.
- ✓ **ALCOHOLIC BEVERAGES ARE NOT PERMITTED OUTSIDE THE DESIGNATED PERIMETER AREA, NOR CAN THE PUBLIC BE SERVED.**

OTHER

- ✓ The BEP restroom facility cannot be rented; it will remain available for public use.
- ✓ Renter must submit a BEP Site Map (provided by FHDC) at least seven days prior to the date of the event.
- ✓ The use of temporary structures such as tents and inflatables must be coordinated with Parks Staff. Please contact our Park Supervisor at (785) 587-2789 to discuss the use of temporary structures.
- ✓ Soliciting or distributing pamphlets is not allowed.
- ✓ Manhattan City Ordinance prohibits smoking in restrooms or within 20 feet of any building entrances.
- ✓ Cancellation Policy: Cancellations made within three weeks of the event will result in loss of the damage deposit fee.
- ✓ FHDC may photograph, film or videotape Blue Earth Plaza visitors for standard educational, promotional, and news-related purposes. Rental and/or visitation is implied consent for the City of Manhattan's use of a renter's or visitor's likeness, voice, or video image for such purposes.

I have receive reviewed the Blue Earth Plaza rules and regulations. I understand the conditions and regulations and hereby agree that I will be present at the facility while it is in use. I also agree to utilize 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.

I hereby state that I release the City of Manhattan, their agents, or employees from any claim that my rental party and participants may have, or others may have, for injury that might be sustained during this rental activity.

Signature of Applicant

Date

FHDC Staff Signature

Date



Blue Earth Plaza (BEP) - Facility Alcohol Use Agreement

ONLY COMPLETE FOR EVENTS THAT WILL SERVE ALCOHOLIC BEVERAGES

The following rules and regulations will apply to any Blue Earth Plaza reservation that includes the serving of alcoholic beverages.

1. The serving of alcoholic and/or cereal malt beverages at BEP must be done by a caterer licensed to serve such beverages. It is the renter's responsibility to contract with a properly licensed caterer.
2. In order to serve alcoholic liquor or cereal malt beverages at the BEP, individuals must have a closed private party, wedding reception, reunion, etc. which will be serving alcohol to ONLY their guests of legal age and NOT to the public. There can be no charge to, or fee paid by, guests via admission, donations, selling tickets, etc. for admission or attendance to an event.
3. Availability of liquor and cereal malt beverages cannot be advertised. It is the contracted caterer's responsibility to monitor and control serving of liquor and/or cereal malt beverages.
4. Alcoholic liquor and cereal malt beverages cannot be served to minors. The contracted caterer assumes any and all responsibility and liability for serving alcohol and is responsible for age verification. The caterer also assumes responsibility and liability for guests who become intoxicated.
5. For BEP reservations that include alcohol, the renter is responsible for creating a defined and visible barrier that designates the rental area. Alcoholic liquor and cereal malt beverages may not be taken outside of this defined perimeter.
6. No glass containers are permitted to be served on the concrete areas of Blue Earth Plaza.
7. A Flint Hills Discovery Center Supervisor will monitor the facility during the scheduled event.

Activity _____	Event Date _____
Applicant's Name _____	Event Hours _____ (including set up and take down)
Address _____	Expected Attendance _____
City _____ Zip _____	Phone (1) _____ Phone (2) _____

Do you anticipate any need for police, security, fire, or municipal service? YES _____ NO _____

If yes, what service? _____

Is there a licensed caterer that has been contracted to serve alcohol? YES _____ NO _____

If yes, list name of caterer: _____

Indicate your plans concerning the use of alcohol (check all that apply):

beer (cans/bottles) beer (keg)
 wine/wine coolers champagne
 liquor

 served by licensed third party
 served by renter guests bring their own

THIS TEMPORARY PERMIT MUST BE PLACED IN PLAIN VIEW ON THE PREMISES WHERE HOLDER IS SERVING OR MIXING ALCOHOLIC LIQUOR OR CEREAL MALT BEVERAGES FOR CONSUMPTION.

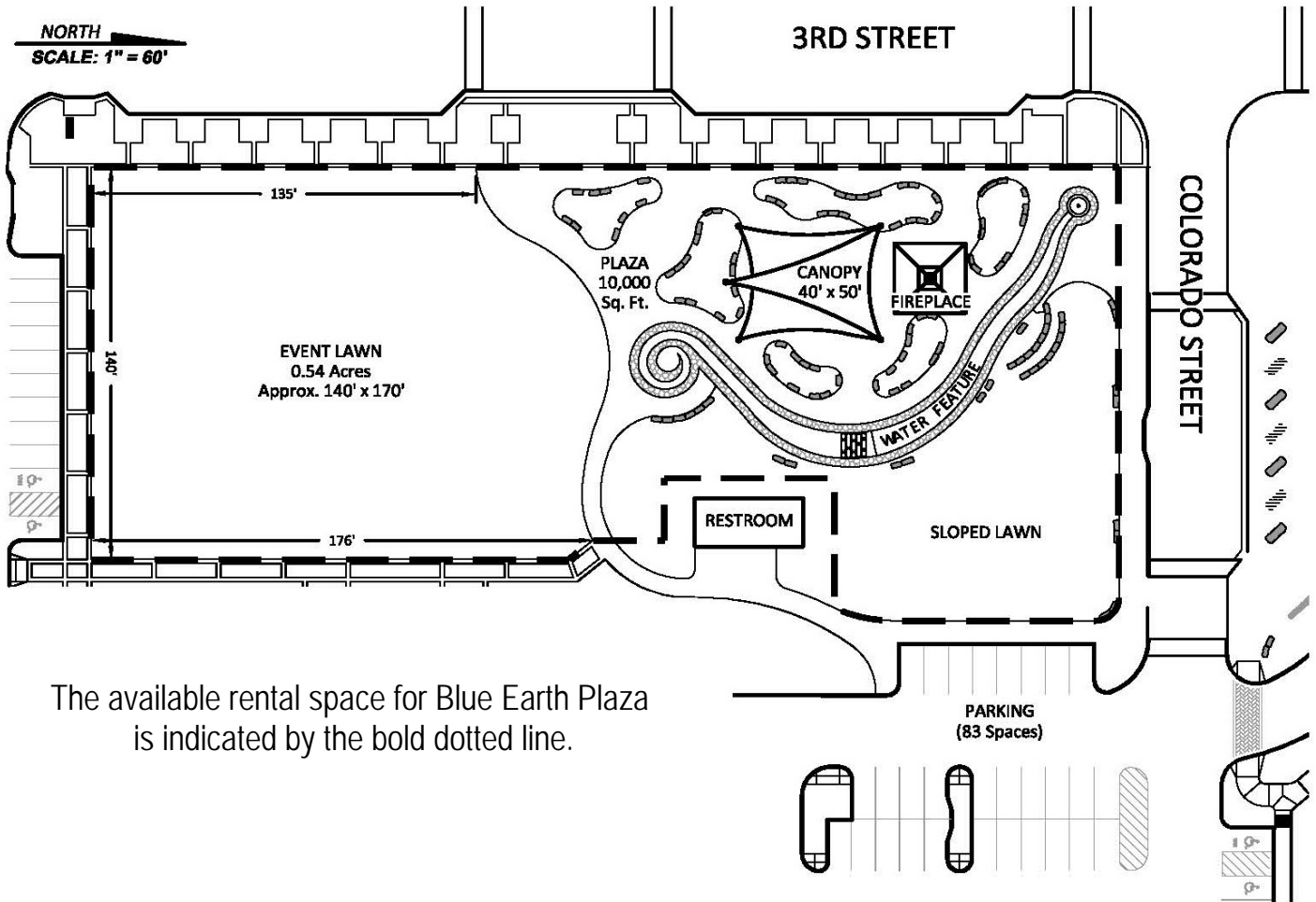
Signature of Applicant

Date

FHDC Staff Signature

Date

Blue Earth Plaza (BEP) – Site Rental Map



The available rental space for Blue Earth Plaza is indicated by the bold dotted line.

The following amenities are available at Blue Earth Plaza. Place a check mark indicating your preference on each:

Water Features	<input type="checkbox"/> on	<input type="checkbox"/> off	Sound System	<input type="checkbox"/> on	<input type="checkbox"/> off
Event Lawn Space	<input type="checkbox"/> yes	<input type="checkbox"/> no	Microphone Needed?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Picnic Tables	<input type="checkbox"/> yes	<input type="checkbox"/> no	MP3 Player to Be Used?	<input type="checkbox"/> yes	<input type="checkbox"/> no

There are 12 picnic tables placed on the concrete patio, with seating for 54. There is also seating for about 25 on the limestone blocks surrounding the patio.

The sound system has MP3 capability. Renters can provide their own music and MP3 player with prior approval from FHDC staff. This music can only be played on a continuous loop. FHDC staff is unable to start/stop music on demand.

Event Name _____	Event Date _____
Contact Person _____	Event Time _____
Phone #1 _____ Phone #2 _____	# People Attending _____

Site Rental Map must be submitted to the Flint Hills Discovery Center (315 S. 3rd St.) at least seven days prior to event. Diagram may be emailed to events.fhdc@cityofmhk.com.