

MANHATTAN PARKS AND RECREATION  
**Jon & Ruth Ann Wefald Pavilion**  
**GTM Family Center Reservation Application**



To reserve the Wefald Pavilion/GTM Family Center, 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 weeks 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	ALCOHOL INCLUDED?
Date(s) Requested _____ Time Requested _____  1. Time requested must include any time needed for decorating, catering, and clean-up. 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. The Pavilion has a maximum occupancy capacity of 350 people.	_____ Yes    _____ No  Some events may be subject to completion of a Special Event permit.

Activity/Event: \_\_\_\_\_ # of People: \_\_\_\_\_  
CANNOT have more than 350 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. Outdoor amplified music **MUST** end by 10:00 PM.

USER FEES – WEFALD PAVILION	
Rental Fee	
1-200 People	\$60/hour
201-350 People	\$85/hour
Damage Deposit Fee	\$100 (no alcohol)
	\$200 (with alcohol)
<b>Damage Deposit Fee:</b> 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.	

OFFICE USE ONLY	
Pavilion Rental _____ hours x \$_____/hour=	\$ _____
Deposit / Damage Fee (\$100/\$200)	= \$ _____
<b>TOTAL RENTAL FEE DUE</b>	= \$ _____
Less Deposit/Damage Fee	= \$ (_____)
<b>TOTAL BALANCE DUE</b>	= \$ _____
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): _____

# MANHATTAN PARKS AND RECREATION

## Wefald Pavilion Rules and Regulations Form



*Wefald Pavilion reservation applicants must read the following rules and regulations, and initial each to rent.*

<u>Initial</u>	<b><u>RESERVATIONS</u></b>
_____	The reservation "season" for the Pavilion is April through May and August through September.
_____	Reservations must be made no later than two weeks in advance. A \$100/\$200 damage deposit fee is required at the time of the reservation. Events will not be scheduled until the deposit payment is received.
_____	All reservations are subject to approval by MPRD and are subject to change.
_____	Events must be scheduled between the hours of 7:00 AM and 11:00 PM.
_____	Reservation requests must include the hours necessary for decorating, caterer's needs, and clean-up.
_____	The absolute occupancy capacity at the Pavilion is 350 people.
	<b><u>SET UP/CLEAN-UP</u></b>
_____	Renters are responsible for setting up extra tables and chairs. The reservation request must include the time necessary for set-up.
_____	Renters are <b>NOT PERMITTED</b> to bring tables and/or chairs outside of the Pavilion at any time.
_____	Taping, tacking, gluing, and nailing to all wall surfaces is <b>NOT PERMITTED</b> . This is to include painted surfaces, limestone areas, stage, stairs, seating area, tables and chairs, and glass doors. Client will need to provide any tools required for decorating.
_____	The Pavilion Office is for Supervisors only. Renters are <b>NOT PERMITTED</b> to store personal items in the Pavilion Office.
_____	No kitchen facilities are available.
_____	No sound and/or lighting equipment is available. Renters must provide all of their own equipment
_____	All equipment, articles, and caterer's supplies must be removed by the end of the event. Clients will be charged when staff must wait for pickup of vendor or caterer supplies.
_____	Any lighted candles must be enclosed in a globe. No open flames allowed. Any decorations such as crepe paper, hay bales, or greenery must be fire retardant.
_____	Customers are responsible for placing trash in containers and removing all materials not originally found in the space from the site by the end of the rental period.
	<b><u>FOOD/BEVERAGE</u></b>
_____	Clients must comply with specific requirements in the event alcoholic beverages are to be served. A Facility Alcohol Use Agreement and proper deposit must be submitted in order to serve alcoholic beverages.
_____	The throwing of rice, confetti, birdseed, etc. is <b>NOT PERMITTED</b> . Damage Deposit will automatically be lost and extra cleaning fees will apply if these items are dispensed at an event.
_____	<b>Alcoholic beverages ARE NOT PERMITTED outside the facility.</b>
	<b><u>OTHER</u></b>
_____	Manhattan Parks and Recreation will provide at least one supervisor for all events. The event supervisor(s) will provide access to keyed facility areas and monitor the facility while the event is taking place. Event Supervisors are to be given access to <b>ALL</b> rental areas during the event, and must also be able to park their vehicle(s) near to the Pavilion.
_____	Events that wish to block parking and/or entrance(s) to the park <b>MUST</b> make arrangements with MPRD at least six weeks prior to the rental date. Additional fees and/or applications may be necessary. MPRD cannot guarantee that renters will be able to block parking and/or park entrances.
_____	Soliciting or distributing pamphlets is <b>NOT PERMITTED</b> outside of the Pavilion.
_____	If event is a fundraiser for a non-profit organization, additional applications may be required.
_____	All sales of merchandise must be pre-approved by MPRD and have appropriate permits.
_____	The facility supervisor has the authority to prohibit inappropriate activities and enforce all rules. The Riley County Police Department (RCPD) will be called, if necessary. RCPD will also be called if the event exceeds occupancy capacity.
_____	Manhattan City Ordinance prohibits smoking inside the Pavilion, within 20 feet of the entrances, or on the stage.
_____	Renters are expected to abide by City of Manhattan noise ordinances. Violation may result in police intervention.
_____	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.
_____	Cancellation Policy: Cancellations made within three weeks of event will result in the loss of damage deposit fees.
_____	Damage Deposit refund checks will be mailed to the renter 4 – 6 weeks after the date of the event.
_____	MPRD may photograph, film or videotape 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 received, read, and reviewed the Pavilion Rules and Regulations. I understand the conditions and regulations and hereby agree 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

MANHATTAN PARKS AND RECREATION  
**Jon & Ruth Ann Wefald Pavilion/GTM Family Center**  
**Facility Alcohol Use Agreement**



The following rules and regulations will apply to any Wefald Pavilion & GTM Family Center reservation that includes the serving of alcoholic beverages.

1. In order to serve alcoholic liquor or cereal malt beverages at the Wefald Pavilion & GTM Family Center, 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.
2. Availability of liquor and cereal malt beverages cannot be advertised. It is the applicant's responsibility to monitor and control serving of liquor and/or cereal malt beverages. As an option, the applicant can provide this service through a third party; i.e., a caterer licensed to dispense alcohol. A licensed caterer shall be **required** for service of alcoholic liquor or cereal malt beverages to any group numbering more than 50 persons.
3. Alcoholic liquor and cereal malt beverages cannot be served to minors. Applicant assumes all responsibility and liability for serving alcohol and is responsible for age verification.
4. Alcoholic liquor and cereal malt beverages may not be taken outside the building and cannot be available to the general public.
5. User assumes any and all responsibility and liability for guests who become intoxicated.
6. A Manhattan Parks and Recreation Supervisor will monitor the facility for the scheduled event.

Activity/Event: \_\_\_\_\_ # of People: \_\_\_\_\_  
CANNOT have more than 350 people

Date of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, 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: \_\_\_\_\_

*A licensed caterer is required for service of alcohol or cereal malt beverages to groups larger than 50 persons at the Wefald Pavilion / GTM Family Center.*

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

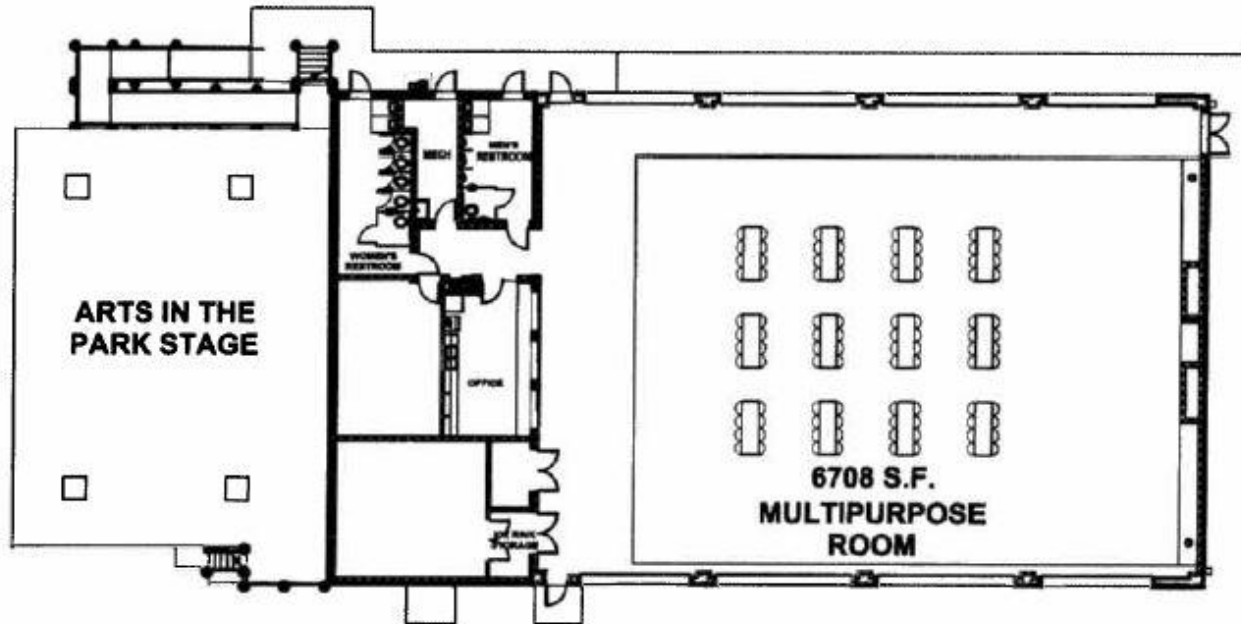
- |                                      |                        |
|--------------------------------------|------------------------|
| _____ beer (cans / bottles)          | _____ beer (keg)       |
| _____ wine / wine coolers            | _____ champagne        |
| _____ liquor                         |                        |
| _____ served by licensed third party |                        |
| _____ served by renter               | _____ guests bring own |

*NOTE: Certain events may require submission of the City of Manhattan "Special Event" permit. The renter will be notified if this is the case.*

**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 \_\_\_\_\_ Signature of MPRD Director \_\_\_\_\_ Date \_\_\_\_\_

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Facility Diagram



- \* The facility floor plan illustrates the standard setup of 12 tables with 96 chairs.
- \* If additional tables and chairs are required, the additional setup is the renter's responsibility.
- \* There are a total of 50 tables and 350 chairs available.