

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) 587-2754 or email mhkprd@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)
<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	
Pavilion Rental _____ hours x \$_____/hour = \$ _____	
Deposit / Damage Fee (\$100/\$200) = \$ _____	
TOTAL RENTAL FEE DUE = \$ _____	
Less Deposit / Damage Fee = \$ (_____)	
TOTAL BALANCE DUE = \$ _____	
Deposit fee 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
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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)

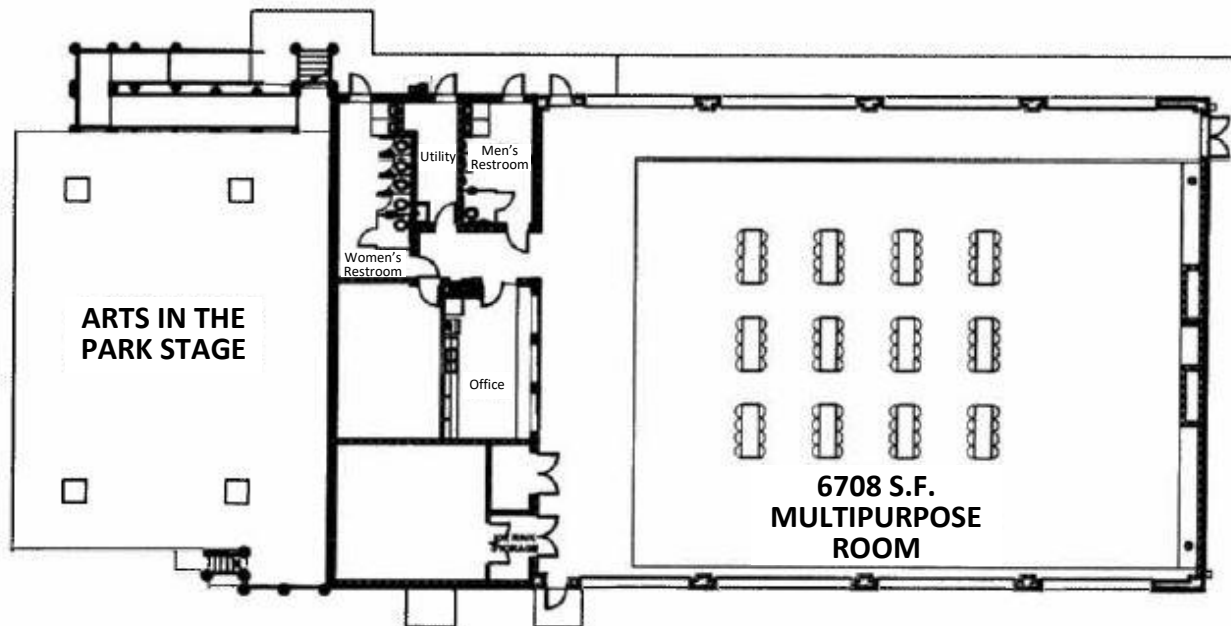
- | | |
|--------------------------------------|------------------------|
| _____ beer (cans / bottles) | _____ beer (keg) |
| _____ wine / wine coolers | _____ champagne |
| _____ liquor | |
| _____ served by licensed third party | |
| _____ served by renter | _____ guests bring own |

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 _____

MANHATTAN PARKS AND RECREATION
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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.