

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	
Noncommercial	\$75/hour
Commercial	\$150/hour
Alcohol Fee	\$100
Extra Supervisor(s)	\$10/hour/worker
<b>Down Payment: Half of the Total Rental Fee is due to guarantee your reservation.</b>	

OFFICE USE ONLY	
Pavilion Rental _____ hours x \$_____/hour	= \$ _____
Alcohol Fee (\$100)	= \$ _____
____ 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: _____

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



# 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)

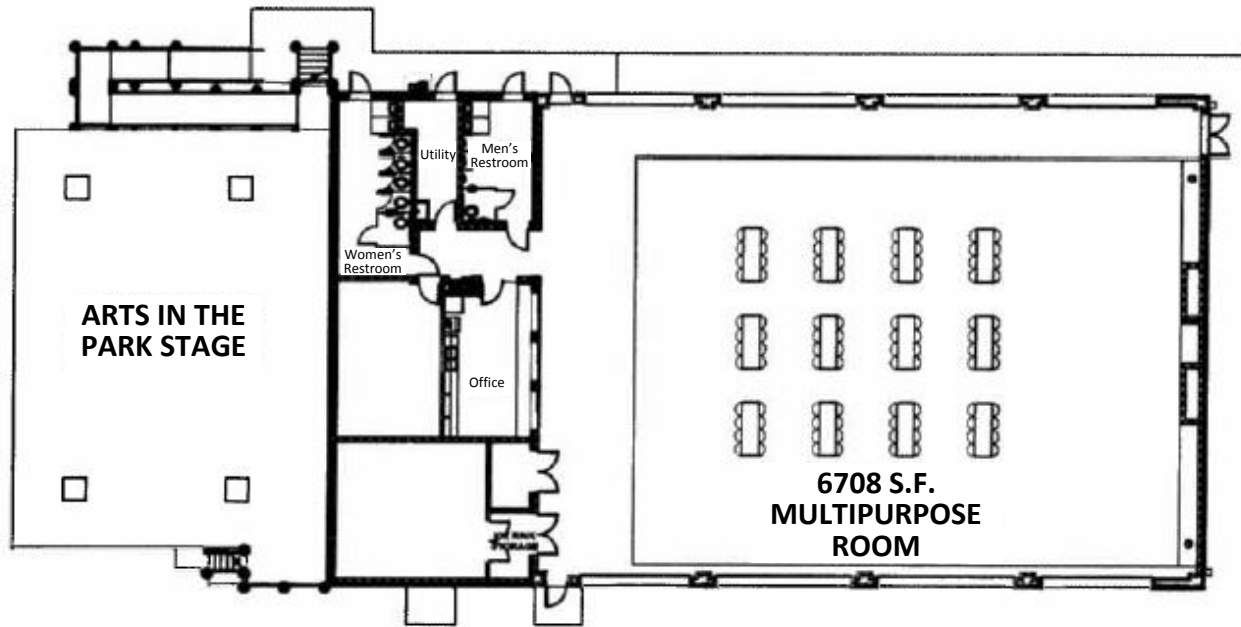
_____ beer (cans / bottles)	_____ beer (keg)
_____ wine / wine coolers	_____ champagne
_____ liquor	
_____ served by licensed third party	
_____ served by renter	_____ guests bring own

*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 \_\_\_\_\_

# Jon & Ruth Ann Wefald Pavilion/GTM Family Center 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 40 tables and 325 chairs available.
- \* Tables and chairs must remain inside the Pavilion.