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 INFOR	MATION	ALCOHOL INCLUDED?		
Date(s) Requested Time	ne Requested	Yes No		
 Time requested must include any time needed for Renters will not be given access to facility prior to the servations must take place between 7:00 AM and the Pavilion has a maximum occupancy capacity 	o the starting time requested. Sand 11:00 PM.	some events may be subject to completion of a Special Event permit.		
Activity/Event:	# of People:			
Contact Person:		NOT have more than 350 people		
Address:	Phone (other):	_		
City:Zip:	Email:			
Signature of Renter: Date:				
CONCERT? Pres 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	OFFICE USE ONLY			
Rental Fee Noncommercial \$75/hour Commercial \$150/hour Alcohol Fee \$100 Extra Supervisor(s) \$10/hour/worker	Pavilion Rental hours x \$/ Alcohol Fee (\$100) Extra Supervisor(s) x hours x TOTAL RENTAL FEE DUE	= \$		
Down Payment: Half of the Total Rental Fee is due to guarantee your reservation.	Less Down Payment	= \$ ()		
	TOTAL BALANCE DUE	= \$		
OFFICE USE ONLY Payment Reminders: Supervisor Name(s):	Down Payment pay date:	INITIALS		
Park Staff Name(s):	Approved by:			

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Wefald Pavilion Rules and Regulations Form



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

Signature	e of Applicant	Date	MPRD Staff Signature	Date
at the facil	ity during its use and agree to use one of failure to abide by the policies a	lue care to ensure th		, -
	facility areas and monitor the facil the event, and must also be able to Events that wish to block parking rental date. Additional fees and/or and/or park entrances. Soliciting or distributing pamphlet of the event is a fundraiser for a non-pactification of the facility supervisor has the aut (RCPD) will be called, if necessary. Manhattan City Ordinance prohibits Renters are expected to abide by Clients will be billed when events the earlier than requested. Cancellation Policy: Cancellations MPRD may photograph, film or vi	ity while the event is park their vehicle(s and/or entrance(s) to r applications may be smust be approved by more approved by MPR hority to prohibit ina RCPD will also be call ts smoking inside the City of Manhattan nor run longer than the semade within three wideotape visitors for significant in the semade within three wideotape visitors for significant in the semade within three wideotape visitors for significant in the semade within three wideotape visitors for significant in the semade within three wideotape visitors for significant in the semantic part of the significant in the semantic part of the significant in the semantic part of the significant in the signific	the park MUST make arrangements with e necessary. MPRD cannot guarantee that by MPRD ahead of time. ditional applications may be required.	MPRD at least six weeks prior to the renters will be able to block parking The Riley County Police Department or on the stage. In the rentervention. Il not be granted for events that end own payment. West-related purposes. Rental and/or
	proper deposit must be submitted The throwing of rice, confetti, bird Alcoholic beverages are NOT PER	in order to serve alcoseed, etc. is NOT PER	MITTED. Extra cleaning fees will apply if the	
	All equipment, articles, and catere for pickup of vendor or caterer sul Any lighted candles must be enclomust be fire retardant.	er's supplies must be oplies. sed in a globe. No op	rs must provide all of their own equipment removed by the end of the event. Clients v en flames allowed. Any decorations such as ers and removing all materials not originally	vill be charged when staff must wait crepe paper, hay bales, or greenery
	Renters are NOT PERMITTED to be Taping, tacking, gluing, and nailing stairs, seating area, tables and cha	ring tables and/or charges irs, and glass doors. (d chairs. The reservation request must inc airs outside of the Pavilion at any time. is NOT PERMITTED . This is to include paint Client will need to provide any tools require NOT PERMITTED to store personal items in	ed surfaces, limestone areas, stage, ed for decorating.
Initial	Reservations must be made no l reservation. Events will not be sch All reservations are subject to app Events must be scheduled betwee	ater than two weeks eduled until the dow roval by MPRD and a n the hours of 7:00 A the hours necessary	re subject to change. M and 11:00 PM. for decorating, caterer's needs, and clean-	

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:		
Date of Event:	CANNOT have more than 350 people 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	Indicate your plans concerning the use of alcohol (check all that apply)		
If yes, what service?	beer (cans / bottles) beer (keg)		
Is there a licensed caterer that has been contracted to serve alcohol?	wine / wine coolers champagne liquor served by licensed third party		
If yes, list name of caterer:	served by renter guests bring own		
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.	NOTE: Certain events may require submission of the City of Manhattan "Special Event" permit. The renter will be notified if this is the case.		
	PLAIN VIEW ON THE PREMISES WHERE HOLDER IS CEREAL MALT BEVERAGES FOR CONSUMPTION.		

Signature of MPRD Director

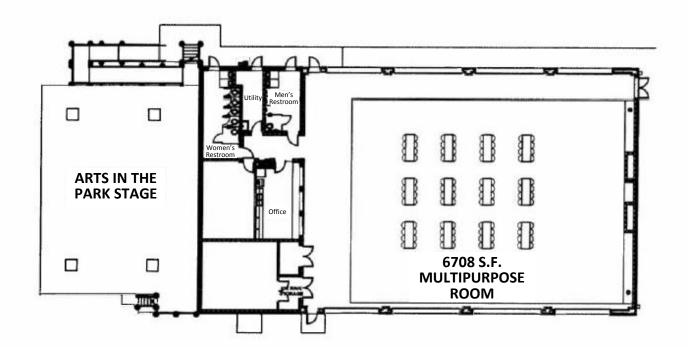
Date

Date

Signature of Applicant

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.