

Manhattan Union Pacific Depot Reservation Application Form



To reserve the Union Pacific Train Depot, follow the steps below:

1. Fill out the necessary paperwork. This includes this *Application* form and the *Rules & Regulations* form. For events that include alcohol, the *Facility Alcohol Use Agreement* must also be submitted.
2. Return forms to the Flint Hills Discovery Center, along with the appropriate damage deposit fee (see Facility Use Fees box, lower left corner). Events will not be added to the Depot calendar until the forms and the deposit have been submitted.
3. For more information about the Union Pacific Depot, or to check on availability of dates, call the Flint Hills Discovery Center at 785-587-2726.

<p>RESERVATION INFORMATION</p> <p style="text-align: right; font-size: small;">(from start to finish)</p> <p>Date Requested _____ Time Requested _____</p> <ul style="list-style-type: none"> Renters will NOT be given access to the Depot prior to the starting time requested. Time requested must include any time needed for decorating, catering needs, and clean up. FHDC staff will be assigned to supervise this event. Duties include locking and unlocking, along with monitoring the facility while the event is taking place. 	<p>ALCOHOL INCLUDED?</p> <p>_____ Yes</p> <p>_____ No</p> <p style="font-size: x-small;">Some events may be subject to completion of a Special Event permit.</p>
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Organization (if applicable) _____ # of People _____
(Max of 70)

Contact Person _____ Phone #1 _____

Address _____ Phone #2 _____

City _____ Zip _____ Email _____

Signature of Renter _____ Date _____

Description of Event _____

Hourly Rental ____ hours x \$50/hour	\$ _____
\$300 Daily Rental (available from 8:00 AM to 12:00 AM) Please specify Start Time: _____ End Time: _____	\$ _____
\$100 Refundable Damage Fee (only required if alcohol is served)	\$ _____
\$100 Alcohol Fee (only required if alcohol is served)	\$ _____
\$50/vendor fee (Required if financial transactions take place. Contact Event Supervisor for more information. Caterers and bar service are exempt.)	
TOTAL	\$ _____
Household (office use only): _____	
Full payment due at least 14 days prior to the date of activity, or the event is subject to cancellation.	

Flint Hills Discovery Center
 315 S. 3rd St., Manhattan, Kansas 66502
 785-587-2726
 events.fhdc@cityofmhk.com

Depot reservation applicants must read the following rules and regulations, and initial each to verify acceptance.

Initial RESERVATIONS

- _____ 1. Reservations must be made no later than two weeks in advance. 50% of the rental is due with the signed agreement as a non-refundable deposit. The remaining amount is due 14 days prior to the event.
- _____ 2. Reservation requests must include the hours necessary for decorating, caterer's needs, and clean up.
- _____ 3. Renters will not be given access to the Depot prior to the time requested. A FHDC staff person will be scheduled to arrive at the Depot at the time requested by the renter.
- _____ 4. Clients will be billed when events run longer than the scheduled reservation time. Refunds will not be granted for events that end earlier than requested.
- _____ 5. Events must be scheduled to end by 12:00 a.m. including clean up, unless prior arrangements are made with the Director of the Flint Hills Discovery Center.
- _____ 6. Capacity of the Ticket Room rental area is 70 people. The Back Room is only available for storage and food prep.
- _____ 7. Amenities available for renter's use: 9 round tables (60"); 8 rectangular tables (8'); 2 folding tables (6'); 2 tables (4'); 2 highchairs; 70 chairs. These amenities are for use inside the facility only.
- _____ 8. Parking is limited to 48 cars. Clients should inform guests of the parking situation and strongly suggest carpooling. There is additional parking in the Manhattan Town Center Parking Lot.

SET UP/CLEAN UP

- _____ 9. All trash, paper products, etc. are to be picked up and deposited in provided trash receptacles.
- _____ 10. Taping, tacking, gluing, and nailing to all wall surfaces **IS NOT PERMITTED**. This is to include painted surfaces and wood cabinets in the kitchen area.
- _____ 11. Client will need to provide any tools required for decorating. The Flint Hills Discovery Center must approve any decorating.
- _____ 12. Dressing/changing or storage facilities are not available at the Depot.
- _____ 13. All equipment and articles must be removed by the end of the event. Clients will be charged when staff must wait for pickup of vendor/caterer supplies.
- _____ 14. No open flames are allowed. Exceptions are allowed for food warming equipment and birthday candles. Any decorations such as (but not limited to) crepe paper, hay bales, or greenery must be fire retardant. Nothing may be put on the floor that could potentially damage the wood floors.

FOOD/BEVERAGE

- _____ 15. Clients must comply with specific requirements in the event alcoholic beverages are to be served.
- _____ 16. Kitchen area is equipped with the following: sink, microwave and refrigerator. **NO** stove is available.
- _____ 17. The throwing of rice, confetti, birdseed, etc. **is not permitted**.
- _____ 18. If alcohol is served, a Facility Alcohol Use Agreement must be completed and submitted.
- _____ 19. **Alcoholic beverages are not permitted outside the facility.**

OTHERS

- _____ 21. Solicitation and commercial activities not associated with the Flint Hills Discovery Center or City activities are not allowed.
- _____ 23. Manhattan City Ordinance prohibits smoking at the Depot, and within 20 feet of any Depot entrances.
- _____ 24. Cancellation policy: Cancellations made within two weeks of the event will result in loss of the damage deposit fee.
- _____ 25. FHDC may photograph, film or videotape Union Pacific Depot 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 reviewed the Depot 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

Manhattan Union Pacific Depot Facility Alcohol Use Agreement



The following rules and regulations will apply to any Union Pacific Depot reservation that includes the serving of alcoholic beverages.

1. In order to serve alcoholic liquor or cereal malt beverages at the Union Pacific Depot, the individual responsible for the rental event (the Renter) must have a closed event (private party, wedding reception, reunion, etc.) for which alcohol will be served ONLY to their guests who are of legal age, and NOT to the public. There can be no charge to, or fee paid by, guests via admission, donations, selling of tickets, etc., for admission or attendance to an event.
2. Availability of alcoholic 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.
3. Alcoholic liquor and cereal malt beverages cannot be served to minors. The Renter 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 made available to the general public.
5. User assumes any and all responsibility and liability for guests who become intoxicated.
6. A representative of the Flint Hills Discovery Center will be at the facility during the scheduled event.

Activity _____	Event Date _____
Applicant's Name _____	Event Hours _____ (including set up and take down)
Address _____	Expected Attendance _____ (Max of 70)
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

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 FHDC Director	Date
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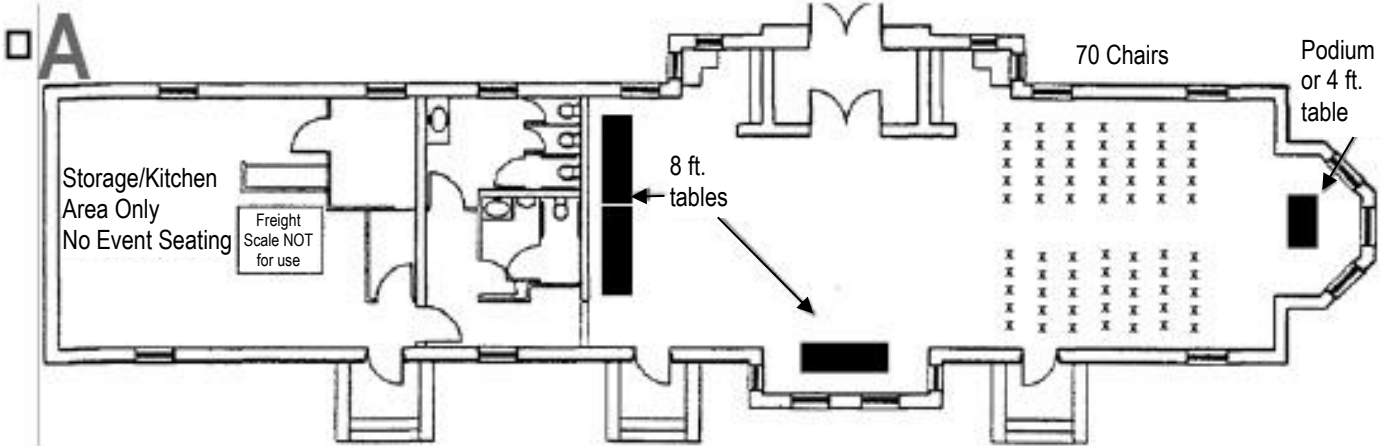
Manhattan Union Pacific Depot Facility Set Options

Name: _____

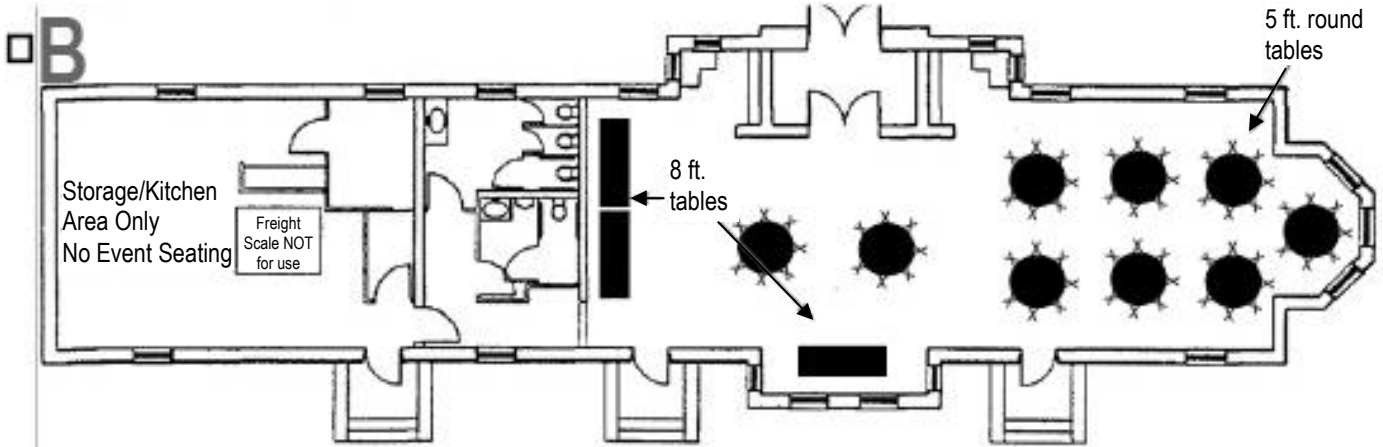
Event Date: ____/____/____

Building Capacity is 70 attendees.

Theater Set-Up Weddings/Congregations/Presentations 70 chairs, podium, registration area tables



Banquet Round Set-Up Receptions/Parties/Catered Events 63 chairs, registration area tables



Classroom Set-Up Meetings/Conferences/Learning Sessions 32 chairs, podium, registration area tables

