

MANHATTAN PARKS AND RECREATION
Larry Norvell Band Shell Stage
Reservation Application



To reserve the Larry Norvell Band Shell Stage, please follow these steps:

1. Fill out the necessary paperwork for the desired facility, which includes this **Application** and **Rules & Regulations** form. Reservation Applications must be turned in two weeks prior to the event and half of the total rental fee paid to reserve the facility.
2. Return forms to Manhattan Parks & Recreation, along with the appropriate fee(s). (See *User Fees* box at lower left of page). Events will not be added to the facility calendar until the forms and the down payment have been submitted. **Full payment is due at least 7 days prior to the date of activity, or the event is subject to cancellation.**
3. For more information about the Band Shell, or to check on availability of dates, please call the Parks & Recreation office at (785) 587-2754 or email mhkprd@cityofmhc.com.

RESERVATION INFORMATION

Date(s) Requested _____ Time(s) Requested _____

1. Time requested must include any time needed for decorating, caterer's needs, and clean-up. Renters will not be given access to the facility prior to the starting time requested.
2. Reservations must take place between 7:00am and 11:00pm.
3. Events with 500 or more attendees require the approval of a Recreation Supervisor/Coordinator.

Activity _____ # of People _____

Contact Person _____ Signature _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

CONCERT? Yes No

Note: Music played within the park must be appropriate for all audiences. Outdoor amplified music MUST end by 10:00pm.

USER FEES – NORVELL BAND SHELL

Rental Fee
 Non-Commercial \$50/hour
 Commercial \$100/hour
 Extra Supervisor(s) \$10/hour/worker
 (Depending on event needs)

Down Payment: Half of the Total Rental Fee is due to guarantee your reservation.

Manhattan Parks and Recreation
 1101 Poyntz Ave., Manhattan, KS 66502
 785-587-2754 Fax 785-587-2727
mhkprd@cityofmhc.com
www.mhkprd.com

OFFICE USE ONLY

Stage Rental _____ hours x \$_____/hour = \$ _____

____ Extra Supervisor(s) x _____ hours x \$10/hour = \$ _____

TOTAL RENTAL FEE DUE = \$ _____

Less Down Payment = \$ (_____)

TOTAL BALANCE DUE = \$ _____

Down Payment pay date: _____ / _____

INITIALS

Balance Due pay date: _____ / _____

INITIALS

Approved by: _____ Date: _____

MANHATTAN PARKS AND RECREATION
Larry Norvell Band Shell Stage
Rules and Regulations Form



Band Shell reservation applicants must read and agree to the following rules and regulations.

RESERVATIONS

- ✓ The reservation “season” for the Larry Norvell Band Shell is March through May and August through October.
- ✓ Reservations must be made no later than two weeks in advance. Half of the total rental fee is required at the time of the reservation. Events will not be scheduled until the down payment is received.
- ✓ All reservations are subject to approval by MPRD and are subject to change.
- ✓ Events must be scheduled between the hours of 7:00am and 11:00pm.
- ✓ Reservation requests must include the hours necessary for decorating, caterer’s needs, and clean-up.
- ✓ Events with 500 or more people in attendance must be approved by MPRD before a reservation can be made.

SET UP/CLEAN-UP

- ✓ Dressing/changing rooms or storage facilities are not available at the Band Shell. Renters **MAY NOT** use the Stage dressing rooms or Technical Shack.
- ✓ No sound and/or light equipment is available. Renters must provide all of their own equipment.
- ✓ Tables and chairs are **NOT AVAILABLE** for rentals at the Larry Norvell Band Shell. Renters who also use the Pavilion are **NOT PERMITTED** to bring tables and/or chairs outside.
- ✓ Taping, tacking, gluing, and nailing to all wall surfaces is **NOT PERMITTED**. This is to include painted surfaces, limestone areas, stage, stairs, seating area, tables, chairs, and glass doors. Client will need to provide any tools required for decorating. MPRD must approve any decorating.
- ✓ The Pavilion Office is for Supervisors only. Renters are **NOT PERMITTED** to store personal items in the Pavilion Office.
- ✓ No kitchen facilities are available.
- ✓ 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.
- ✓ No heaters or open flames allowed on the Stage.
- ✓ 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.

FOOD/BEVERAGE

- ✓ Throwing of rice, confetti, birdseed, etc. is **NOT PERMITTED**. Extra cleaning fees will apply if these items are dispensed at an event.
- ✓ **Alcoholic beverages are NOT PERMITTED in outdoor areas.**

OTHER

- ✓ 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 **ALL** rental areas during the event, and must also be able to park their vehicle(s) near the Stage.
- ✓ Events that wish to block parking and/or entrance(s) to the park **MUST** 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 must be approved by MPRD ahead of time.
- ✓ 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. Violations 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 must follow the MPRD Refund Policy found on the mhkprd.com website.
- ✓ 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 Band Shell Stage 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