

Union Pacific Train Depot Reservation Application



To reserve the Union Pacific Train Depot, 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 Train Depot, or to check on availability of dates, contact Andy Haar at (785) 587-2756 or email haar@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 8:00am and 12:00am. 3. The Train Depot has a maximum occupancy capacity of 70 people.	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the <i>Alcohol Use Agreement Form</i> . Some events may be subject to completion of a Special Event permit.

Activity _____ # of People _____

Contact Person _____ Signature _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

USER FEES – TRAIN DEPOT	OFFICE USE ONLY
Hourly Rental Fee Non-Commercial \$50/hour Commercial \$100/hour Daily Rental Fee (<i>available from 8am – 12am</i>) Non-Commercial \$300/day Commercial \$600/day Alcohol Fee \$100 (<i>Only required if alcohol is served.</i>) Vendor Fee \$50 (<i>Required if financial transactions take place. Caterers and bar service are exempt.</i>)	Depot Rental _____ hours x \$_____/hour = \$ _____ Depot Rental _____ day(s) x \$_____/day = \$ _____ Alcohol Fee (\$100) = \$ _____ Vendor Fee (\$50) = \$ _____ TOTAL RENTAL FEE DUE = \$ _____ Less Down Payment = \$ (_____)
Down Payment: Half of the Total Rental Fee is due to guarantee your reservation.	TOTAL BALANCE DUE = \$ _____ Down Payment pay date: _____ / _____ <div style="text-align: right;">INITIALS</div> Balance Due pay date: _____ / _____ <div style="text-align: right;">INITIALS</div> Approved by: _____ Date: _____

Union Pacific Train Depot

Rules and Regulations Form

Train Depot reservation applicants must read and agree to the following Rules and Regulations and Liability Waiver.

RESERVATIONS

- ✓ 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. The remaining amount is due 7 days prior to the event.
- ✓ Reservation requests must include the hours necessary for set-up, decorating, caterer's needs, and clean up. Renters are **NOT PERMITTED** to bring tables and/or chairs outside of the Depot at any time.
- ✓ Events must be scheduled to end by 12:00am including clean up. Renters will not be given access to the Depot prior to the time requested. An MPRD Staff person will be scheduled to arrive at the Depot at the time requested by the renter.
- ✓ Clients will be billed when event runs longer than the scheduled reservation time. Refunds will not be granted if event ends earlier than requested.
- ✓ The capacity of the Ticket Room (Main Hall) area is 70 people.
- ✓ Amenities available for renter's use: 9 (5') round tables; 8 (8') rectangular tables; 1 (4') tables; 2 highchairs; 70 chairs.
- ✓ Parking is limited to 48 cars. Clients should inform guests of the situation and suggest carpooling. Additional parking at Manhattan Town Center.

SET UP/CLEAN-UP

- ✓ All trash, paper products, etc. are to be picked up and deposited in the provided trash receptacles by the end of the rental period.
- ✓ 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. Client will need to provide any tools required for decorating. MPRD must approve any decorating.
- ✓ Dressing/changing or storage facilities are not available at the Depot.
- ✓ 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 open flames allowed. Exceptions are allowed for food warming equipment. 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

- ✓ Clients must comply with specific requirements in the event alcoholic beverages are to be served. An *Alcohol Use Agreement* and proper fee must be submitted in order to serve alcoholic beverages. Alcoholic beverages are **NOT PERMITTED** outside the facility.
- ✓ Throwing of rice, confetti, birdseed, etc. is **NOT PERMITTED**. Extra cleaning fees will apply if these items are dispensed at events.
- ✓ A refrigerator is available for use if needed.

OTHER

- ✓ Manhattan Parks and Recreation will provide at least one supervisor for all events. The event supervisor(s) will provide access to keyed areas and monitor the facility while the event is taking place.
- ✓ Soliciting or distributing pamphlets must be approved by MPRD ahead of time.
- ✓ All sales of merchandise, or if event is a fundraiser for a non-profit organization, must be pre-approved by MPRD and have appropriate permits, applications, and may require a vendor fee.
- ✓ 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 Depot, and within 20 feet of any entrances.
- ✓ 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.

LIABILITY WAIVER

I agree to comply with all laws, and ensure my guests and invitees comply with all laws, related to our use and occupancy of the City facility, including but not limited to City ordinances and MPRD rules and regulations (collectively, "laws"). If my guests, invitees or I fail to comply with such laws, I agree that the City can immediately terminate the reservation without notice or refund of the reservation fees or other expenses. I further agree to release, indemnify, defend and hold harmless the City of Manhattan, its elected officials, employees, officers and agents, from and against all claims, damages, losses and expenses (including but not limited to attorney fees and court costs), attributable to bodily injury, sickness, disease, death, or injury to, myself or my guests or invitees, or impairment or destruction of property, including loss of facility use, to the extent that such claims, damages, losses, and expenses relate to, arise out of or during, or are alleged to have resulted from my use or occupancy of the City facility, or the use or occupancy of the City facility by my invitees or guests. If I am making this reservation on behalf of an organization, I agree that I have the authority to represent the organization in this capacity, including the authority to execute the foregoing agreement, release and indemnification to bind the organization.

I received, read, and reviewed the Depot Rules and Regulations and Liability Waiver. 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

Union Pacific Train Depot

Alcohol Use Agreement



The following Rules and Regulations will apply to any Union Pacific Train Depot reservation that includes the serving of alcoholic beverages.

1. In order to serve alcoholic liquor or cereal malt beverages at the Union Pacific Train Depot, 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.
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 must 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 Manhattan Parks and Recreation Supervisor will monitor the facility for the scheduled event.

Activity/Event _____ # of People _____

Event Date/Time _____ Contact Person _____

Email _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

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 a 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 Staff

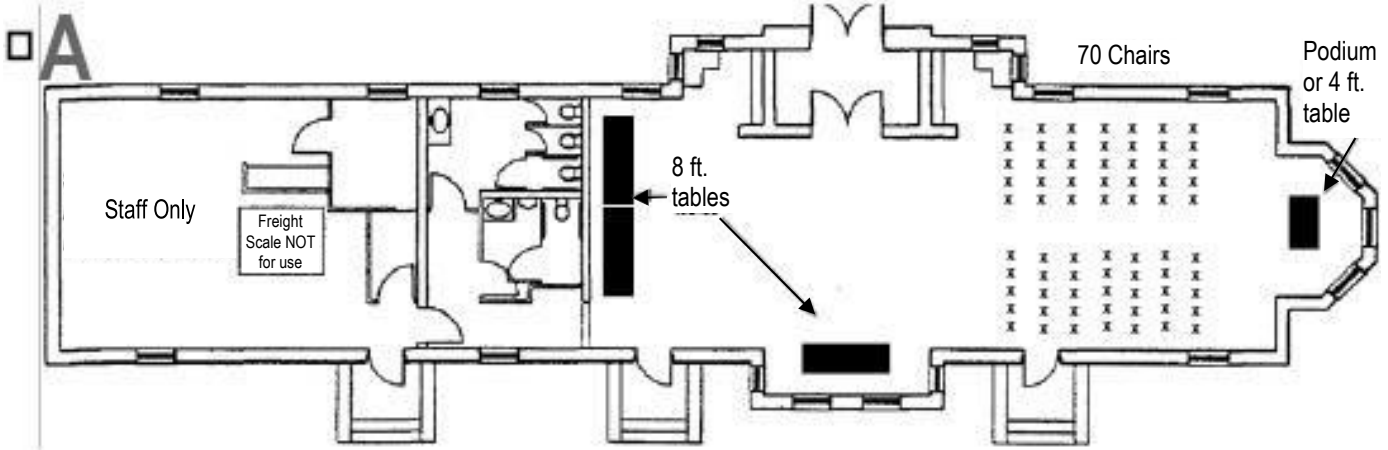
Date

Name: _____

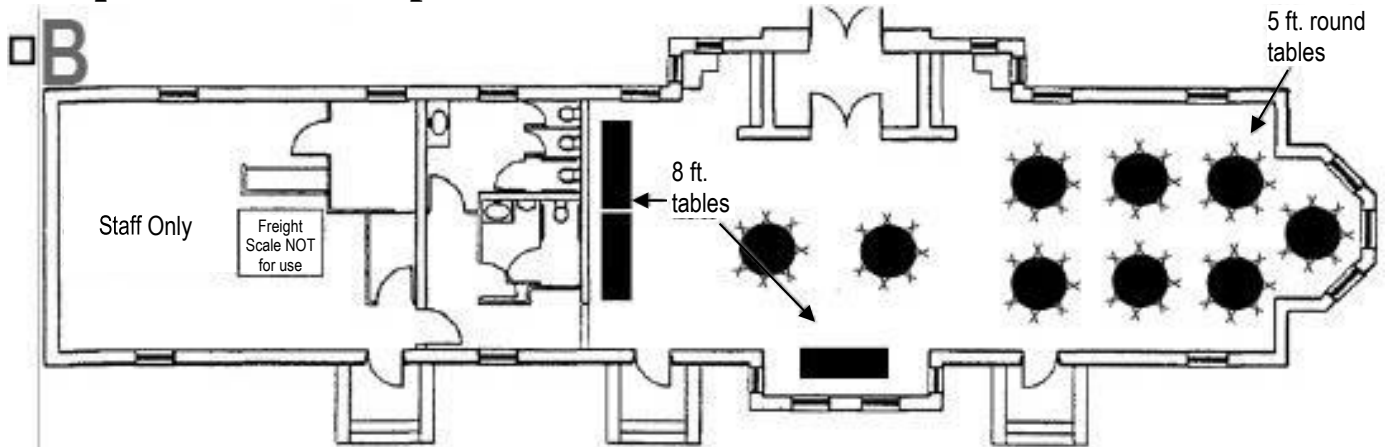
Event Date: _____

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

