

MANHATTAN PARKS AND RECREATION  
**Jon & Ruth Ann Wefald Pavilion**  
**GTM Family Center Reservation Application**



Jon & Ruth Ann Wefald Pavilion is located at 314 Central Park Rd in Manhattan.

To reserve the Wefald Pavilion/GTM Family Center, 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 Eisenhower Recreation Center or 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 Wefald Pavilion, or to check on availability, please call Eisenhower Recreation Center at (785) 340-3349 or email Trey Anderson at [trey.anderson@cityofmhk.com](mailto:trey.anderson@cityofmhk.com) or Andy Haar at [haar@cityofmhk.com](mailto: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 7:00am and 11:00pm. 3. The Pavilion has a maximum occupancy capacity of 350 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 \_\_\_\_\_

**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 – WEFALD PAVILION	OFFICE USE ONLY
Rental Fee Non-Peak                      \$50/hour <i>(Weekdays before 5pm)</i>  Peak                              \$75/hour <i>(Weekdays after 5pm + weekends)</i>  Alcohol Fee                      \$100  Extra Supervisor(s)              \$12/hour/worker	Pavilion Rental _____ hours x \$_____/hour              = \$ _____  Alcohol Fee (\$100)                                                              = \$ _____  _____ Extra Supervisor(s) x _____ hours x \$12/hour      = \$ _____  <b>TOTAL RENTAL FEE DUE</b> = \$ _____  Less Down Payment                                                              = \$ ( _____ )  <b>TOTAL BALANCE DUE</b> = \$ _____  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: _____

*Eisenhower Recreation Center  
 2850 Kirkwood Dr., Manhattan, KS 66502*

*Manhattan Parks and Recreation  
 1101 Poyntz Ave., Manhattan, KS 66502*

[www.mhkprd.com](http://www.mhkprd.com)

# Jon & Ruth Ann Wefald Pavilion

## GTM Family Center Rules and Regulations Form

*Wefald Pavilion reservation applicants must read and agree to the following Rules and Regulations and Liability Waiver.*

### RESERVATIONS

- ✓ The reservation “season” for the Pavilion 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.
- ✓ The absolute occupancy capacity at the Pavilion is 350 people.

### SET UP/CLEAN-UP

- ✓ Renters are responsible for setting up extra tables and chairs. The reservation request must include the time necessary for set-up. Renters are **NOT PERMITTED** to bring tables and/or chairs outside of the Pavilion at any time.
- ✓ 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.
- ✓ No sound and/or lighting equipment is available. Renters must provide all of their own equipment.
- ✓ 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. Any decorations such as crepe paper, hay bales, or greenery must be fire retardant.
- ✓ Renters are responsible for placing trash in containers and removing all materials not originally found in the space and taken to the dumpster on site by the end of the rental period.

### 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.
- ✓ Throwing of rice, confetti, birdseed, etc. is **NOT PERMITTED**. Extra cleaning fees will apply if these items are dispensed at events.
- ✓ **Alcoholic beverages are NOT PERMITTED on any City of Manhattan premises.**

### 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 Pavilion/Stage.
- ✓ Events wishing to block parking and/or park entrance(s) **MUST** fill out a Special Event Permit with the City of Manhattan no later than two weeks prior to the event. 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 scheduled. 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](http://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 Pavilion 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

MANHATTAN PARKS AND RECREATION  
**Jon & Ruth Ann Wefald Pavilion**  
**GTM Family Center 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 larger 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 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 \_\_\_\_\_ Event Time \_\_\_\_\_

Contact Person \_\_\_\_\_

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: \_\_\_\_\_

*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)*

<input type="checkbox"/> Beer (cans / bottles)	<input type="checkbox"/> Beer (keg)
<input type="checkbox"/> Wine / Wine coolers	<input type="checkbox"/> Champagne
<input type="checkbox"/> Liquor	
<input type="checkbox"/> Served by a licensed third party	
<input type="checkbox"/> Served by Renter	<input type="checkbox"/> 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.**

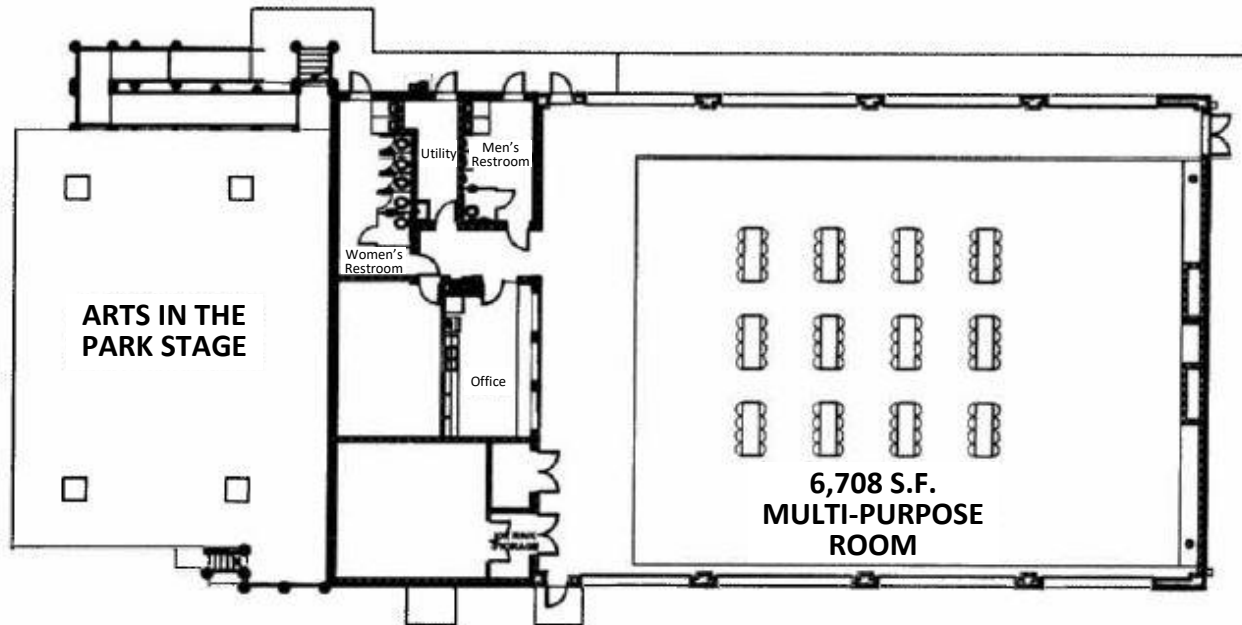
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MPRD Staff

\_\_\_\_\_  
Date

MANHATTAN PARKS AND RECREATION  
**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 (8-foot) tables and 325 chairs available.
- \* Tables and chairs must remain inside the Pavilion.