

MANHATTAN PARKS AND RECREATION
Larry Norvell Band Shell Reservation Application



To reserve the Larry Norvell Band Shell, 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 week 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 INFORMATION	
Date(s) Requested _____	Time Requested _____
<ol style="list-style-type: none"> 1. Time requested must include any time needed for decorating and cleanup. Renters will not be given access to facility prior to the starting time requested. 2. Reservations must take place between 7:00 AM and 11:00 PM. 3. Events with 500 or more attendees require the approval of a Recreation Supervisor. 	

Activity/Event: _____ # of People: _____
Approval required if 500 people or more

Contact Person: _____ Phone (main): _____

Address: _____ Phone (other): _____

City: _____ Zip: _____ Email: _____

Signature of Renter: _____ Date: _____

CONCERT? Yes No

NOTE: Music played within the park must be appropriate for all audiences. Amplified music **MUST** end by 10:00 PM.

USER FEES – NORVELL BAND SHELL	
Rental Fee	\$60/hour
Damage Deposit Fee	\$100
<p>Damage Deposit Fee: This fee must be submitted, along with proper paperwork, to secure an event on the calendar. This amount will be deducted from the total rental fee to determine remaining balance that is due. All or part of this fee will be refunded to the renter pending condition of the facility at the conclusion of the event.</p>	

OFFICE USE ONLY	
Stage Rental _____ hours x \$60/hour	= \$ _____
Deposit / Damage Fee (\$100)	= \$ _____
TOTAL RENTAL FEE DUE	= \$ _____
Less Deposit / Damage Fee	= \$ (_____)
TOTAL BALANCE DUE	= \$ _____
Deposit fee pay date: _____ / _____	INITIALS
Balance due pay date: _____ / _____	INITIALS
Approved by: _____	Date: _____

OFFICE USE ONLY
Payment Reminders: _____
Supervisor Name(s): _____
Park Staff Name(s): _____

MANHATTAN PARKS AND RECREATION

Band Shell Rules and Regulations Form



Larry Norvell Band Shell reservation applicants must read the following rules and regulations, and initial each to rent.

- Initial **RESERVATIONS**
- _____ The reservation “season” for the Larry Norvell Band Shell is April through May and August through October.
- _____ Reservations must be made no later than two weeks in advance. A \$100 damage deposit fee is required at the time of the reservation.
- _____ Events will not be scheduled until the deposit payment is received.
- _____ All reservations are subject to approval by MPRD and are subject to change.
- _____ Events must be scheduled between the hours of 7:00 AM and 11:00 PM.
- _____ Events with 500 or more people in attendance must be approved by MPRD before a reservation can be made.
- _____ Reservation requests must include the hours necessary for decorating, caterer’s needs, and clean-up.
- _____ **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 and chairs, and glass doors.
- _____ Client will need to provide any tools required for decorating. The Manhattan Parks and Recreation Department must approve any decorating.
- _____ The Pavilion Office is for Supervisors only. Renters are **NOT PERMITTED** to store personal items in the Pavilion Office.
- _____ 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**
- _____ The throwing of rice, confetti, birdseed, etc. is **NOT PERMITTED**. Damage Deposit will automatically be lost and 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 Supervisor(s) 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.
- _____ 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 is **NOT PERMITTED** outside of the Pavilion.
- _____ 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 made within three weeks of event will result in the loss of damage deposit fees.
- _____ Damage Deposit refund checks will be mailed to the renter 4 – 6 weeks after the date of the event.
- _____ 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 Pavilion 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 MPRD Staff Signature Date