

Blue Earth Plaza – Commercial Reservation Application Form



To reserve the Blue Earth Plaza, follow the steps below:

1. Fill out the necessary paperwork. This includes this Application, the Rules & Regulations and the Facility Alcohol Use Agreement (if applicable). A BEP Site Map must also be submitted at least seven (7) days prior to the event.
2. Return forms to the Flint Hills Discovery Center (315 S. 3rd St.), along with the appropriate deposit fee. **Events will not be added to the Blue Earth Plaza calendar until the forms and the deposit have been submitted.**
3. To check the availability of the Blue Earth Plaza, please contact the Flint Hills Discovery Center at 785-587-2726.
4. No glass containers or bottles are permitted at Blue Earth Plaza!
5. **Commercial** use is any use that produces a profit or a potential profit by a public or private entity and/or a use involving the sale or promotion of goods or services, or conducting business/training for a for-profit organization.

RESERVATION INFORMATION

Date Requested: _____ Time Requested: _____
 Estimated number of attendees: _____

- Renters will not be given access to Blue Earth Plaza prior to the starting time requested.
- Time requested must include any time needed for decorating, catering needs, and ^(start to finish) clean up.
- Flint Hills Discovery Center staff will be assigned to supervise the event. Duties include providing access, along with monitoring the facility while the event is taking place.
- The capacity of the concrete area of Blue Earth Plaza is approximately 100 people.

CONCERT? Yes No

NOTE: For concerts or events utilizing the sound system, the FHDC Supervisor on duty will advise you on appropriate volume levels.

ALCOHOL INCLUDED?

Yes No

If yes, an approved caterer licensed to serve alcohol will be required if a cash bar or if more than 75 guests.

Some events may be subject to completion of a Special Event permit, available at City Hall (1101 Poyntz).

Business _____ Contact Person _____

Address _____ Phone _____

City _____ Zip _____ Email _____

Description of Event _____

Signature of Renter _____ Date _____

\$150 per hour commercial rate x _____ hours = \$ _____

\$100 Non-refundable Alcohol Fee: = \$ _____

\$100 Refundable Damage Deposit (If alcohol served) = \$ _____

TOTAL BALANCE DUE = \$ _____

\$50/Vendor Fee (Due two weeks before event. See page 4.)

*50% of rental payment due with paperwork as a nonrefundable deposit.
 Full payment due at least 14 days prior to the date of activity,
 or the event is subject to cancellation.*

Blue Earth Plaza (BEP) - Rules and Regulations



Applicants must read the following rules and regulations. Your signature below verifies acceptance of the following:

RESERVATIONS

- ✓ Reservations must be made no later than fourteen (14) days in advance. 50% of the rental payment is due upon confirmation of reservation as a nonrefundable deposit. The remaining amount is due fourteen (14) days before the event.
- ✓ Reservation requests must include the hours necessary for decorating, caterer's needs, and clean-up, including tent and fence set up.
- ✓ Events must be scheduled to end by 11:00 pm, including clean-up.
- ✓ The damage/deposit fee will be returned to the renter approximately 4-6 weeks after the reservation, providing the renter follows all rules/regulations and leaves the BEP damage-free.
- ✓ **For events that include alcohol, the renter and caterer will be responsible for establishing a defined perimeter that outlines the rental space. FHDC has a limited number of retractable tension barriers available for some events; it is the responsibility of the renter to secure any additional equipment necessary to establish the perimeter. Consult FHDC to confirm barrier requirements.**
- ✓ Arrangements for tables, chairs, and other equipment must be made by the renter through a rental agency.
- ✓ Parking in the area of Blue Earth Plaza is limited. Renters should inform guests of the parking situation and direct parking to the nearby Conference Center parking garage.
- ✓ Events must not run longer than the scheduled reservation time. Refunds will not be granted for events that end earlier than requested, or for those affected by weather.

SET UP/CLEAN UP

- ✓ All trash, paper products, etc. are to be picked up and deposited in the provided trash receptacles. Additional receptacles may be required for large events. Consult with FHDC staff to determine appropriate requirements.
- ✓ Taping, tacking, gluing, and nailing to all wall surfaces **IS NOT PERMITTED**. This is to include painted surfaces, trees, furniture, framework, and stonework.
- ✓ The renter must provide any tools required for decorating. FHDC administrative staff must approve any decorating. **NO GLASS CONTAINERS, TABLEWARE, OR BOTTLES ARE PERMITTED.**
- ✓ Dressing/changing or storage facilities are not available. Public restrooms are located adjacent to the plaza. Additional accommodations may be required for large events and are the responsibility of the renter.
- ✓ All equipment and articles must be removed by the end of the event, unless prior arrangements have been made with FHDC staff. Renters will be charged when staff must wait for pickup of vendor supplies.

FOOD/BEVERAGE

- ✓ An approved licensed caterer is required for service of alcohol or cereal malt beverages to all persons attending an event with more than 75 guests or a cash bar at the BEP.
- ✓ Clients must comply with specific requirements in the event alcoholic or cereal malt beverages are to be served.
- ✓ The throwing of rice, confetti, birdseed, etc. at BEP **IS NOT PERMITTED**.
- ✓ If alcohol is served, a Facility Alcohol Use Agreement must be completed and submitted - as part of the application process - to the Flint Hills Discovery Center.
- ✓ **ALCOHOLIC BEVERAGES ARE NOT PERMITTED OUTSIDE THE DESIGNATED PERIMETER AREA.**

OTHER

- ✓ **The BEP restroom facility and water feature cannot be rented; they will remain available for public use.**
- ✓ Renter must submit a BEP Site Map at least seven (7) days prior to the date of the event.
- ✓ The use of temporary structures such as tents and inflatables must be coordinated with FHDC staff. Please contact FHDC staff to discuss the use of temporary structures. **Set up and tear down time must be included in rental.**
- ✓ Manhattan City Ordinance prohibits smoking in restrooms or within twenty (20) feet of any building entrances.
- ✓ Cancellation Policy: Cancellations made within two (2) weeks of the event will result in loss of the fees. Cancellation made before two (2) weeks of the event will result in loss of nonrefundable deposit.
- ✓ FHDC may photograph, film or videotape Blue Earth Plaza 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 Blue Earth Plaza 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

FHDC Staff Signature

Date

Blue Earth Plaza (BEP) - Facility Alcohol Use Agreement
ONLY COMPLETE FOR EVENTS THAT WILL SERVE ALCOHOLIC BEVERAGES



The following rules and regulations will apply to any Blue Earth Plaza reservation that includes the serving of alcoholic beverages.

1. The serving of alcoholic and/or cereal malt beverages at BEP must be done by an approved caterer licensed to serve such beverages when there are more than 75 attendees or a cash bar. It is the renter's responsibility to contract with a properly licensed caterer.
2. It is the contracted caterer's responsibility to monitor and control serving of liquor and/or cereal malt beverages.
3. Alcoholic liquor and cereal malt beverages cannot be served to minors. The contracted caterer assumes any and all responsibility and liability for serving alcohol and is responsible for age verification. The caterer also assumes responsibility and liability for guests who become intoxicated.
4. For BEP reservations that include alcohol, the renter is responsible for creating a defined and visible barrier that designates the rental area. Alcoholic liquor and cereal malt beverages may not be taken outside of this defined perimeter.
5. No glass containers are permitted to be served on the concrete areas of Blue Earth Plaza.
6. A Flint Hills Discovery Center Supervisor will monitor the facility during the scheduled event.

Activity _____	Event Date _____
Applicant's Name _____	Event Hours _____ (including set up and take down)
Address _____	Expected Attendance _____
City _____ Zip _____	Phone (1) _____ Phone (2) _____
Email _____	

Do you anticipate any need for police, security, fire, or municipal service? YES _____ NO _____

If yes, what service? _____

Is there an approved 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

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

FHDC Staff Signature

Date

Blue Earth Plaza (BEP) – Vendor Fees



A \$50 per vendor fee is required for both commercial and non-commercial vendors.

Examples include, but are not limited to, food trucks, artist or crafts persons selling original products, and non-profit organizations accepting donations at the event. Informational and educational booths where no financial transactions are taking place are not considered vendors.

Vendors serving alcohol and covered by the \$100 alcohol fee are exempt.

Please list all vendors with contact information. Additional lists may be attached. The final list with payment is due two (2) weeks before the rental.

It is the responsibility of the renter to collect vendor fees and submit a **single** payment to the Flint Hills Discovery Center, 315 S Third, Manhattan, KS 66502 made payable to the City of Manhattan.

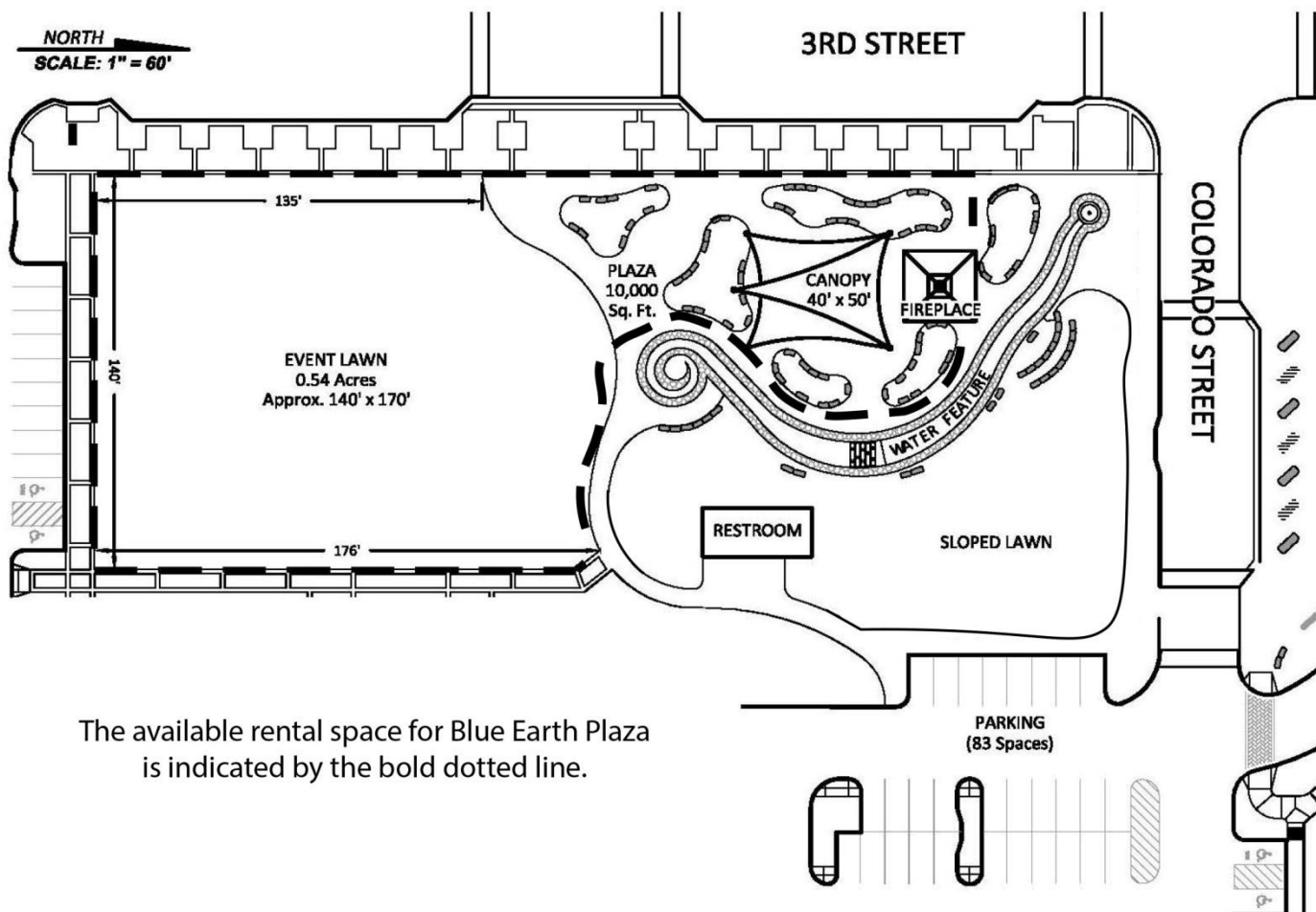
Vendor List: Business or Organization/Contact Name/Email or Phone Number.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

_____ vendors x \$50 vendor fee = \$ _____

Due two (2) weeks prior to event.

Blue Earth Plaza (BEP) – Site Rental Map



The available rental space for Blue Earth Plaza is indicated by the bold dotted line.

The following amenities are available at Blue Earth Plaza. Place a check mark indicating your preference on each:

Sound System ___ on ___ off
 Event Lawn Space ___ yes ___ no
 Picnic Tables ___ yes ___ no

Microphone Needed? ___ yes ___ no
 MP3 Player to Be Used? ___ yes ___ no

There are 12 picnic tables placed on the concrete patio, with seating for 54. There is also seating for about 25 on the limestone blocks surrounding the patio.

The sound system has MP3 capability. Renters can provide their own music and MP3 player with prior approval from FHDC staff. This music can only be played on a continuous loop. FHDC staff is unable to start/stop music on demand.

Event Name _____	Event Date _____
Contact Person _____	Event Time _____
Phone #1 _____ Phone #2 _____	# People Attending _____

Site Rental Map must be submitted to the Flint Hills Discovery Center (315 S. 3rd St.) at least seven (7) days prior to event. Diagram may be emailed to (events.fhdc@cityofmhk.com).