



Trail to the Past. Road to the Future.

BANDSHELL RENTAL APPLICATION

APPLICATION DATE: _____

FEE: \$50.00
DEPOSIT: \$100.00

APPLICANT INFORMATION

Applicant Legal Name: _____
first middle maiden/last

Co-Applicant Legal Name: _____
first middle maiden/last

Name of Organization (if applicable): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

RENTAL FEE AND DAMAGE/CLEAN UP DEPOSIT

To reserve the bandshell, a completed application for staff approval must be turned in to the City Clerk's office along with a fee of \$50.00 and a damage deposit of \$100.00. The damage deposit will be returned after inspection.

The deposit will be refunded within two weeks after the event if no problems were incurred. The applicant is responsible for removal of everything brought to the site and for cleaning up the site, including garbage and litter. If the facility and grounds are not sufficiently cleaned up, a deduction for the estimated labor costs along with any damage costs will be deducted from your deposit.

RESERVATION INFORMATION

Date(s) of Reservation: _____

Reservation Start Time: _____ Reservation Stop Time: _____
include practice time include clean up time

Description of Event: _____

CERTIFICATION

I certify have reviewed and understand all regulations adopted in the Mantorville City Code regarding the Bandshell and/or Parks and that all information submitted in this application is true and correct.

I certify that I am at least 18 years of age and agree to abide by all park rules and city ordinances. Reservations are for the bandshell only. Reservations do not include the exclusive use of the park. Cancellations due to inclement weather will not be refunded. Cancellations not made at least 2 working days in advance will not be refunded.

I understand that if I reserve the bandshell, I must follow these guidelines:

- All content must be family friendly. The city reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state, and local laws.*
- All garbage in and around the bandshell is to be placed in the containers provided by the city. If more are needed, all arrangements including cost will be made by the applicant prior to the event.*
- Park facilities must be left in pre-event condition and individuals or organizations are responsible for any damages to facilities or vegetation.*
- No glass bottles or containers. No decorations may be attached to any portion of the bandshell facility. No tape, pins, staples, nails, gum-like substances, silly string or similar may be used on any park structure.*
- Rice, glitter, rose petals, sand, and confetti cannot be thrown or used as table decorations. Soap bubbles are allowed.*
- In the event that the park shelter is being occupied by parties who have not reserved the park shelter, please call the Dodge County Sheriff's Dispatch Center at 507-635-6200.*

BANDSHELL RENTAL APPLICATION (Continued)

APPLICATION DATE: _____

FEE: \$50.00
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I also understand that:

- The hours of the bandshell are from 7 am – 10 pm.
- Any city-sponsored programs have first rights to the bandshell.
- The city reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state and local laws.
- Parking is allowed in designated areas only. Vehicles are not allowed on the grass, sidewalk, etc.
- Dogs are allowed but must be on a leash and cleaned up after.

By signing this, I (we) agree to reserve the facility at my (our) own risk and release the City of Mantorville and its employees from any claims, injuries, or damages, including all claims from third parties.

Signature of Applicant

Date

Signature of Co-Applicant

Date

FOR OFFICE USE ONLY

Date Received: _____ Fee Paid: _____ Method of Payment: _____ Date Paid: _____

Cleaning/Damage Deposit Paid: _____ Method of Payment: _____ Date Paid: _____

Does it need Park Board Approval? Yes No If yes, why?: _____

Park Board next Mtg Date: _____ Approved? Yes No If no, why?: _____

Application Approved? Yes No if no, list reasons for denial: _____

City Clerk-Treasurer or Deputy City Clerk

Date

INSPECTION (to be completed right away the next day/morning)

Bandshell Inspection Date: _____ Time: _____ Inspected by: _____

Inspection Pass? Yes No If no, list reason(s) and cost for each:

1. _____ Cost: \$ _____ 2. _____ Cost: \$ _____

3. _____ Cost: \$ _____ 4. _____ Cost: \$ _____

Total Repair/Cleanup Cost: \$ _____ Returned Deposit (within 2 weeks): \$ _____ Date: _____ Initial: _____



BANDSHELL RENTAL POLICY

Reservation Fee \$50.00 | Deposit: \$100.00

I. Purpose

The purpose of this policy is to ensure the availability of the bandshell facility in Riverside Park upon reservation.

II. Fees

Use of the bandshell is on a first come first serve basis. To ensure the use of the bandshell for a specific date, reservations must be taken. To reserve the bandshell, a completed application for staff approval must be turned in to the City Clerk's office along with the fee and damage deposit as established by the City Council on the Master Fee Schedule and is subject to change. The damage deposit will be returned after it is inspected for cleanliness and damages.

There are no refunds due to inclement weather. Refunds will only be given if reservations are cancelled 24 hours or more in advance.

III. Damage/Clean Up Deposit

The damage/clean up deposit along with the rental fee is required at the time the reservation is made. The deposit will be refunded within two weeks after the event if no problems were incurred. The applicant is responsible for removal of everything brought to the site and for cleaning up the site, including garbage and litter. If the facility and grounds are not sufficiently cleaned up, a deduction for the estimated labor costs along with any damage costs will be deducted from your deposit. The remaining balance will be returned to the applicant with a receipt for the costs. If additional damage is incurred to the facility or site beyond the deposit amount, the city will assess the amount of damage incurred and will forward damage costs to the individual, organization, and/or party responsible.

Garbage is emptied once a day and the bandshell is briefly inspected. We cannot guarantee the condition of the bandshell between reservations. The city recommends that you arrive early prior to your reservation.

BANDSHELL RENTAL POLICY (Continued)

IV. Decorating

You may use the florist or decorator of your choice. All decorating needs to be included during your rental time. No decorations may be attached to any portion of the bandshell facility or any other park structure. No tape, pins, staples, nails, or gum-like substances may be used on any park structure. Silly string or any similar products are not allowed. Rice, glitter, rose petals, sand, and confetti cannot be thrown or used as table decorations. Soap bubbles are allowed. Candelabras for wedding ceremonies are allowed. All decorations must be removed at the end of your rental time.

V. General Guidelines and Conditions

The bandshell is available for reservations from May 1 – October 1 between the hours of 7am – 10pm. Reservations can be made as of January 1 of the year in which the reservation is requested. The applicant understands that other users such as the general public may be in the park at any time. Reservation of the bandshell does not include exclusive use of park facilities. A reservation list will be posted in the North Shelter at Riverside Park.

Any city-sponsored programs have first rights to schedule the bandshell for performance or use. Music in Mantorville's Summer Concert Series is held every Tuesday. No rental for other events will be allowed on these dates.

- The bandshell may be used for wedding or similar ceremonies. Please note, the stage is small and is an elevated floor without guardrails.
- All garbage in and around the bandshell is to be placed in the containers provided by the City of Mantorville. If additional containers are needed, all arrangements including cost will be made by the applicant prior to the event. Park facilities must be left in pre-event condition and individuals or organizations are responsible for any damages to facilities or vegetation.
- In the event that the bandshell is being occupied by parties who have not reserved it when you arrive, please call the Dodge County Sheriff's Dispatch Center at (507) 635-6200.
- The applicant signing the application must be at least 18 years of age.
- All content must be family friendly. The city reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state and local laws. All activities must conform to the city code.
<https://www.mantorville.com/City/ordinances/>
- Parking is allowed in designated areas only. Vehicles are not allowed on the grass, sidewalk, etc.
- Dogs are allowed but must be on a leash and cleaned up after.
- Please no glass bottles or containers.
- All park rules apply.

If you have any questions, please contact City Hall at (507) 635-5170 or email us at info@mantorville.com.