



MANHATTAN PAVILION RENTAL

Cancellations and Refunds

(Rentals can be made starting February 1st each calendar year)

I. **Pavilion**

Full payment must be made at the time the reservation is processed. The renter must be 18 years of age or older. Picnic tables are available; the reservation holder should be prepared to clean tables or provide their own table covering. Small charcoal grills are available for use and the reservation holder must provide their own charcoal. The reservation holder is responsible for making sure the charcoal is completely cold before leaving facility. The reservation holder is responsible for picking up the pavilion area and for any damage to the pavilion or surrounding amenities. Any excess trash, large boxes or containers (**trash that does not fit in city trash containers**) must be taken with you, when you leave.

II. **Restrooms**

The reservation holder is responsible for picking up the restroom area and for any damage done to the restrooms. If staff is required to clean the area after the rental or repair any damage, the permit holder will be charged accordingly.

III. **Additional equipment or services**

All athletic fields and recreation areas are complete with 'standard' equipment and services. Additional equipment or staff is available at an additional charge. Anyone planning to have additional equipment such as dunk tanks, inflatables, tents; concessions, etc. must receive approval from the Parks and Recreation Department before the scheduled event. Please check with staff to review your needs.

IV. **Cancellation and Refunds:** Cancellations of pavilion rentals must be made no later than "2 full business days" prior to the reservation. Cancellations will incur a 30% administration charge. Cancellations made less than "2 full business days" prior to the reservation will not be given any refund. We reserve the right to issue a refund for cancellations due to extreme weather conditions.