

# Manchester Park Building Room Rentals

The Manchester Park Building offers several options for your next meeting, birthday party, shower, or other event. We offer a spacious 50 ft. x 40 ft. room that looks out the large glass windows into beautiful Schroeder Park. This room can be rented as one large space or it can be divided into 2 smaller spaces. In addition, we offer a conference room for smaller meetings.

	Resident	Manchester Non-Profit	Non-Resident	Non-Resident Non-Profit	Business
Room A or B	\$40/hr	\$30/hr	\$60/hr	\$50/hr	\$70/hr
Room C room A & B	\$60/hr	\$50/hr	\$80/hr	\$70/hr	\$90/hr
Conference Room	\$35/hr	\$25/hr	\$50/hr	\$40/hr	\$60/hr

**Max Capacity Theater Style Seating:** Room A: 70 Room B: 70 Room C: 140

**Max Capacity Tables & Chairs:** Room A: 55 Room B: 55 Room C: 110-120

**Conference Room:** Holds up to 12

## **Facility Information:**

Facility Rental Application and full payment must be received to secure your rental; credit card is required for Security Deposit.

- **Rental Hours:** Monday – Friday 8 a.m. – 11 p.m.; Saturday 8 a.m. – 11 p.m.; Sunday 8 a.m. – 11 p.m. Closed Holidays
- Rentals are a minimum of 2 hours and you must include your set up and break down time needed.
- Renter is responsible for their set up and break down
- Table inventory: 16- 5ft round tables, 6- 6ft rectangle tables, 8- 8ft rectangle tables
- You will not have access to the facility before your rental start time

Contact us for more information at [bjones@manchestermo.gov](mailto:bjones@manchestermo.gov)  
or call 636-391-6326 x400



1. Applicant ('renter') must be 21 years or older and must be present for the entire rental. The applicant is responsible for all aspects of the rental.
2. Full payment of rental fee is due at booking. Dates will not be held without completed application and payment. A credit card is **required** as the security deposit and will be held for any violations of the agreement and/or damage to the facility. The amount charged will be determined by the Director and notification will be given 48 hours prior to processing.
3. Food and beverages are allowed but must remain in the room.
4. **Refrigeration/freezer/ice/kitchen is not available.**
5. The serving of alcohol is permitted by the drink by private parties reserving the room. No package liquor sales allowed. Caterers/businesses providing alcohol must have the appropriate city and state licenses. A copy of the license and insurance must be provided to the Manchester Parks, Recreation, & Arts office prior to the reservation date. In the case where alcohol is *sold* by the caterer, a copy of the license must be posted in the area where sales will take place. All caterers must contact the Parks, Recreation, & Arts office before the event regarding delivery and set-up. Individuals reserving the room will not be permitted to sell alcohol. Under no circumstances will renter allow anyone under 21 years of age to consume or be served alcohol. Renter holds all liability for anything resulting in providing, distributing, or serving alcohol.
6. A nominal fee in the amount of \$25 will be charged if alcohol is served, supplied, or distributed on the premises.
7. Renter may not remove or alter the artwork hung on the wall, in the event that any damage occurs to artwork, the renter will be liable.
8. Tape, glue, tacks, pins, or nails may **not** be used on the walls, floors, or any other surface. Glitter, confetti, and open flame are **not** allowed (except Sterno & candles on a birthday cake).
9. Your rental time begins when you are scheduled to arrive for set-up and your ending time is when you are scheduled to be out of the building after clean-up. Renter is responsible for set up, break down, and clean up. If there are any problems after office hours (M-F 8-4:30), please call 636-751-0402
10. In the event of questionable weather, please contact us at 636-751-0402 to see if the facility is closed. If the City closes the facility, you will be able to re-schedule your rental for another available date in the following 12 months.
11. The City is not responsible for loss or damage to personal property.
12. Animals are not allowed in the building with exception by the Director.
13. Any accidents that occur on City property should be reported immediately to staff.
14. The facility is available to people of all abilities. Renter may not exclude, segregate, or discriminate against any such person in the use thereof on the grounds of race, color, religion, national origin, sex, ancestry, or disability.
15. The City reserves the right to cancel or alter this agreement at any time with or without cause.
16. Renter's use of the facility shall not, under any circumstance, interfere with the City's use of the facility for its normal business purposes.
17. Renter and all invitees shall abide by all directions of City staff during the use of the facilities.
18. The renter/undersigned hereby releases and discharges the City of Manchester, its officers, employees, and volunteers (the 'Releasees'), from any and all liability and injuries sustained, or loss incurred by renter or renter's guests arising out of the above identified rental and agrees to hold each of them harmless with respect thereto.

**Check Out/Clean Up** The renter agrees to remove all belongings and place trash in the proper receptacles, wipe off tables and place neatly on the correct carts, and sweep the room at the end of the rental. Any damages, insufficient clean up, or running over your allotted time will be noted at check-out and a fee will be assessed. You will receive 48 hr. notification before your card is charged.

**Cancellation/Refund Policy:** Rental fees will be refunded if notice of cancellation is given, in writing, a minimum of 14 days prior to your event, minus a \$5 surcharge. NO REFUND will be given for cancellations 13 days or less prior to the event. A rental may be rescheduled up until 14 days prior to the rental. COVID- if a cancellation is required due to Covid Guidelines, a full refund will be issued.

As the Applicant, I have read and will abide by these Terms and Conditions, as well as the Ordinances of the City of Manchester. I understand that if I do not comply, my event may be stopped by the city without refund.