



CITY OF TRUTH OR CONSEQUENCES

RALPH EDWARDS AUDITORIUM - CIVIC CENTER

400 W. 4<sup>TH</sup> AVENUE, TRUTH OR CONSEQUENCES, NEW MEXICO 87901

# RENTAL AGREEMENT

FOR BOOKING INFO CALL: (575) 894-6673 EXTENSION #301 OR E-MAIL: [torccclerk@torcnm.org](mailto:torccclerk@torcnm.org)

NAME OF ORGANIZATION AND/OR CLIENT: \_\_\_\_\_

❖ ORGANIZATION MUST BE REGISTERED NON-PROFIT ORGANIZATION, AND PROVIDE NON-PROFIT NUMBER.

PROFIT OR GOVERNMENTAL STATUS: \_\_\_\_\_

NUMBER ATTENDING: \_\_\_\_\_

NUMBER STAYING OVER-NIGHT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ TIME-FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ TIME-FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ TIME-FROM: \_\_\_\_\_ TO: \_\_\_\_\_

❖ NOTE: THIS INCLUDED SET UP AND TEAR DOWN TIME; SET UP AND TEAR DOWN WILL BE THE RESPONSIBILITY OF THE RENTER.

## CIVIC CENTER RATE

THE FOLLOWING ARE THE FEES AND DEPOSITS FOR USE OF THE CIVIC CENTER:

FACILITY USE:		TOTAL FEES:
1-4 HOURS PRIVATE PARTY NO KITCHEN	<u>\$25.00</u>	_____
4-8 HOURS PRIVATE PARTY NO KITCHEN	<u>\$50.00</u>	_____
OVER 8 HOURS PRIVATE PARTY NO KITCHEN	<u>\$100.00</u>	_____
PRIVATE PARTY WITH KITCHEN (ALL TIMES)	<u>\$250.00</u>	_____
MEETING ROOMS:	<u>\$10.00/HOUR</u>	_____
SOUND SYSTEM	<u>\$50.00</u>	_____
SECURITY SYSTEM DEPOSIT SOUND SYSTEM	<u>\$100.00</u>	_____

<b>DEPOSIT IF FOOD SERVED</b>	<u>\$250.00/OR*</u>	_____
<b>DEPOSIT IF ALCOHOL IS SERVED</b>	<u>\$400.00/OR*</u>	_____
<b>RENTAL FEE:</b>		_____
<b>CLEANING/DAMAGE/SECURITY DEPOSIT:</b>		_____
<b>EQUIPMENT RENTAL FEE:</b>		_____

ALL ABOVE RATES ARE SUBJECT TO A DEPOSIT OF \$250.00 EXCEPT WHEN ALCOHOL IS BEING SERVED THEN THE DEPOSIT WILL BE \$400.00. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE FACILITY UNLESS SERVED BY A VENDOR WITH A "PICNIC LICENSE". THE CLEANING /DAMAGE DEPOSIT WILL BE DEPOSITED IN A CITY ACCOUNT AND WILL BE REFUNDED IF THE FACILITY IS CLEANED AFTER THE EVENT AND THE FACILITY HAS NOT BEEN DAMAGED TO THE SATISFACTION OF THE CITY. IF THE AMOUNT OF THE DEPOSIT IS GREATER THAN THE COST OF CLEANING OR DAMAGE, THE DIFFERENCE WILL BE REFUNDED. IF THE COST OF THE CLEANING OR DAMAGE IS GREATER THAN THE AMOUNT OF DEPOSIT THE RENTER WILL BE CHARGED ACCORDINGLY.

**NON-PROFIT ORGANIZATIONS**

**CRITERIA:**

- NON- PROFIT ORGANIZATIONS HOLDING AN EVENT THAT REQUIRES AT LEAST TWO CONSECUTIVE DAYS RENT WILL BE ELIGIBLE FOR 100% REDUCTION ON FEES.
- ANY NON-PROFIT OR GOVERNMENTAL ENTITY WILL RECEIVE A 50% REDUCTION IN FEES; BY PROVIDING THEIR NON-PROFIT STATUS PAPERWORK.
- THE ORGANIZATION MUST BE A REGISTERED NON-PROFIT ORGANIZATION, AND PROVIDE NON-PROFIT STATUS.
- THE ORGANIZATION MUST BE EITHER LOCATED IN THE CITY OR THEIR WORK MUST BENEFIT THE CITY AND/OR ITS RESIDENTS.
- THE ORGANIZATION MUST STATE THE PURPOSE OF THE EVENT AND HOW THE REVENUE WILL BENEFIT THE CITIZENS OF TRUTH OR CONSEQUENCES.

**FEES, DEPOSITS AND REGULATIONS FOR USE OF THE CIVIC CENTER NON-PROFIT & PROFIT ORGANIZATIONS:**

**CRITERIA CONTINUED:**

- AN APPLICATION SUPPLIED BY THE CITY MUST BE SUBMITTED TO THE CITY CLERK AT TIME OF SCHEDULING.
- TO RESERVE THE EVENT, THE AMOUNT OF SECURITY AND/OR CLEANING IS DUE AT THE TIME THE RENTAL AGREEMENT IS ISSUED.
- IF ALCOHOL IS SERVED WITHOUT MEETING THESE REQUIREMENTS, THE CITY HAS THE RIGHT TO TERMINATE THE EVENT AND CONTACT THE APPROPRIATE AUTHORITIES. ADDITIONALLY, IF THESE REQUIREMENTS ARE NOT MET THIS MAY RESULT IN FINES IMPOSED BY THE STATE AND WILL RESULT IN THE CANCELLATION OF THE EVENT.
- THE CLIENT AGREES TO HOLD HARMLESS THE CITY OF TRUTH OR CONSEQUENCES FOR ANY AND ALL DAMAGES, INCLUDING THEFT AND DISAPPEARANCE OF ANY AND ALL EQUIPMENT (OWNED OR LEASED) BY THE CLIENT. THE CITY OF TRUTH OR CONSEQUENCES DOES NOT ASSUME ANY RESPONSIBILITY FOR DAMAGES OR LOSS OF ANY PERSONAL PROPERTY LEFT IN THE VENUE, MEETINGS ROOMS, PARKING OR PUBLIC AREAS. •CANCELLATIONS MUST BE MADE WITHIN 48 HOURS OF EVENT, OR THE SECURITY AND/OR CLEANING DEPOSIT WILL BE IMPOSED.
- IT SHOULD BE NOTED THAT MONDAY THROUGH FRIDAY, 7:00 A.M. TO 3:00 P.M. IS DEDICATED FOR SENIOR USE OF THE CIVIC CENTER; ONLY THE CITY MANAGER MAY IMPOSE OTHER USE REGULATIONS AS HE/SHE MAY DEEM NECESSARY AS LONG AS THOSE REGULATIONS DO NOT SUBVERT THE INTENT OF THIS POLICY .

**ALL ABOVE RATES AND FEES ARE SUBJECT TO A DEPOSIT**

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\_\_\_\_\_  
**Client's Name: (Printed)**

\_\_\_\_\_  
**Name of Business or Organization**

\_\_\_\_\_  
**Client's Phone Number and/or Email Address**

\_\_\_\_\_  
**Client's Mailing Address**

\_\_\_\_\_  
**Street/PO Box**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State/Zip**

BY SIGNING BELOW, I \_\_\_\_\_ CERTIFY THAT I UNDERSTAND THAT EVENTS SCHEDULED IN THE  
(Print name clearly)

CIVIC CENTER, BECOME PUBLIC INFORMATION AND MAY BE POSTED ON THE CALENDAR ON THE CITY WEBSITE, AND/OR ADVERTISED ON THE CIVIC CENTER BILLBOARD. I FURTHER CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS IN THIS RENTAL AGREEMENT:

\_\_\_\_\_  
**Client's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Staff Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Police Department Signature**

\_\_\_\_\_  
**Date**

**CITY CODE SECTION 8-118 SELLING OR DRINKING OF ALCOHOL IN PUBLIC PLACES.**

It is unlawful to sell, serve, furnish, or permit the drinking or consumption of alcoholic beverages, as defined in NMSA 1978, §60-3A-1 et seq., or to drink any alcoholic beverage in any public place or private club, or key club, whether operated for profit or not, except establishments having a license to dispense such beverages by the owner, operator lessee, or proprietor thereof. No Alcoholic Beverages are permitted in the Facility unless served by a vendor with a "Picnic License." I acknowledge the City's Code for Selling or Drinking of Alcohol in Public Place.

\_\_\_\_\_  
*Signature*