

City of Truth or Consequences
Ralph Edwards Auditorium
Civic Center
400 W. 4th Avenue
Truth or Consequences, New Mexico 87901

RENTAL AGREEMENT

For booking info call: (575) 894-6673 or e-mail torcclerk@torcnm.org

Name of Organization and/or Client: _____

Date (s) of Event: _____ **Time – From:** _____ **AM/PM To:** _____ **AM/PM**

Date (s) of Event: _____ **Time – From:** _____ **AM/PM To:** _____ **AM/PM**

Date (s) of Event: _____ **Time – From:** _____ **AM/PM To:** _____ **AM/PM**

Note: this includes set up and tear down time

CIVIC CENTER RATES

(Rates for non-profits may differ see attached information)

The following are the fees and deposits are for use of the Civic Center:

ENTIRE FACILITY	\$500.00 (24 hr period)
AUDITORIUM ONLY	\$400.00 (24 hr period)
MEETING ROOMS	\$50.00 (each)(24 hr period)
KITCHEN ONLY	\$150.00 (24 hr period)
CLEANING/DAMAGE/SECURITY DEPOSIT	\$100.00/or
If food is served	\$250.00/or
If alcohol is served	\$400.00
SOUND & LIGHT SYSTEM RENTAL	\$50.00 (24 hr period)
DAMAGE/SECURITY DEPOSIT FOR SOUND & LIGHT SYSTEM	\$100.00

Rental Fee: \$ _____

Cleaning/Damage/Security Deposit: \$ _____

Equipment Rental Fee: \$ _____

PAYMENT AND DEPOSIT:

To reserve any or all of the Civic Center the amount of the security and/or cleaning deposit is due at the time the Rental Agreement is issued. Payment in full is due 30 days prior to the scheduled rental. If

the facility is reserved with less than 30 days notice, payment in full is due at the time the Rental Agreement is issued.

TERMS AND CONDITIONS:

1. The cleaning and/or damage deposit will be deposited in a City account and will be refunded within 5 working days if the facility is cleaned after the event to the satisfaction of the City.
2. The Auditorium will be clean upon your arrival. The City crews will set up and tear down as part of the facility fee.
3. The client agrees that all bathrooms must be left in the same condition in which they were received.
4. In the kitchen, the client agrees to clean the stoves, refrigerator, sinks, tables and counter work area.
5. When renting the auditorium, an Inventory List (attached) will be completed by City and client.
6. Equipment may not be removed from the building.
7. All equipment will be inventoried for loss or damages. The security deposit will be used to pay for any damages to equipment or to the facility
8. Management and client will do a walk through to determine the condition of the facility
9. If the amount of deposit is greater than the damage, the difference will be refunded. If the damage is greater the renter will be charged accordingly
10. If decoration of the facility is required, arrangements must be made with Civic Center management. Hours of decoration are from 12:00pm (noon) to 8:00pm prior to the event, subject to the availability of the facility and a Civic Center employee (required for supervision). Customers must provide their own ladder for decorating. The City will not provide staff or equipment for decoration of the auditorium. No decorations may be attached to the walls of the Auditorium. Decorations must be attached to furring strips around the perimeter of the room with either push pins or clips. Customers must provide their own push pins or clips.
11. Rental of the facility is based upon a 24 hour time period. Use of the facility for any amount of time over 24 hours will result in an additional pro-rated rental fee.

CANCELLATION POLICY: A 30-day notice must be given to the City Clerk's Office for all cancellations. In the event that there is no notice of cancellation within the 30-day period, the deposit amount will be forfeited. If the rental fee is not received by the 30-day time period, the center will be opened that day to the public for possible rental. This is to keep scheduling errors that may occur to a minimum. We will keep a scheduling sheet with contacts, a date, and notes of any cancellations or changes made to the upcoming event.

NON-PROFIT ORGANIZATIONS:

The following criteria are to be used to evaluate those non-profit organizations that would receive special fee dispensations for use of the Civic Center as described below:

Tier 1: Tier 1 would be those non-profits that the City considers valuable asset to economic development as well as providing valuable services to the community. Tier 1 non-profits will pay no fees, however, cleaning and security deposits will be paid in the same manner as other organizations, individuals or groups.

CRITERIA:

- The organization must be a registered non-profit organization.
- 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.
- The organization must state how the event will foster and promote economic development.
- Within 1 month after the event, the organization shall give the City a written account of all funds received and within 6 months of the event there must be a written accounting of how the funds were used.

Tier 2: Tier 2 would be all other non-profit organizations that meet the criteria. Tier 2 non-profits will receive a 50% reduction in fees, however, cleaning and security deposits will be paid in the same manner as other organizations, individuals or groups.

CRITERIA:

- The organization must be a registered non-profit organization.
- 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.
- An application supplied by the City must be submitted to the City Manager at least 2 months prior to the date of the event.

Note: 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.



OF TRUTH CONSEQUENCES

APPLICATION FOR FEE RELIEF FOR NON-PROFIT ORGANIZATIONS FOR THE USE OF THE CIVIC CENTER

NAME OF ORGANIZATION:

ADDRESS OF ORGANIZATION:

NAME OF AUTHORIZED REPRESENTATIVE:

ADDRESS OF REPRESENTATIVE:

PHONE # OF REPRESENTATIVE:

DATE OF APPLICATION:

STATE IF APPLYING FOR: (see explanation on backside)

TIER 1 , **OR**

TIER 2 , **STATUS:**

STATE THE PURPOSE OF THE ORGANIZATION:

STATE THE PURPOSE OF THE EVENT:

STATE THE TIME, PLACE, AND DATE OF THE EVENT:

FOR TIER 1 AND TIER 2 APPLICANTS

If you apply for Tier 2 you may be eligible for a 50% reduction in rental fees. However, you will still have to pay 100% of the deposits required. Please provide the information required below:

PROVIDED PROOF OF BEING REGISTERED AS A NON-PROFIT.

FOR CITY USE: WAS INFORMATION PROVIDED?

YES NO

IS YOUR ORGANIZATION LOCATED IN THE CITY OR DOES THEIR WORK BENEFIT THE CITY OR ITS RESIDENTS? YES NO

FOR CITY USE: WAS INFORMATION PROVIDED?

YES NO

PROVIDE A STATEMENT OF HOW RESIDENTS WILL BENEFIT FROM THIS EVENT OR ON A SEPARATE SHEET, STATE HOW THE EVENT WILL PROMOTE ECONOMIC DEVELOPMENT:

FOR CITY USE: WAS INFORMATION PROVIDED?

YES NO

FOR CITY USE:

FOR CITY USE:

APPROVED FOR A 50% REDUCTION OF RENTAL FEES: _____ DATE: _____

FOR TIER 1 APPLICANTS ONLY

If you apply for Tier 1 you may be eligible for a 100% reduction in rental fees. However, you will still have to pay 100% of the deposits required. In order to be eligible for a Tier 1, your organization will be required to provide the information required for Tier 2 and submit proof that the proceeds from your fundraiser have been directly distributed to T or C residents or that T or C residents have benefited directly.

IS YOUR ORGANIZATION WILLING TO PROVIDE A WRITTEN ACCOUNT OF THE PROCEEDS OF THE EVENT WITHIN 1 MONTH AFTER THE EVENT? YES NO

IS YOUR ORGANIZATION WILLING TO PROVIDE A WRITTEN ACCOUNT OF HOW THE PROCEEDS OF THE EVENT WERE USED WITHIN 6 MONTHS AFTER THE EVENT? YES NO

SIGNATURE OF NON PROFIT REPRESENTATIVE: _____

FOR CITY USE:

APPROVED FOR A 100% REDUCTION OF RENTAL FEES: _____ DATE: _____