

Name:		Event :		Event Date:	
Address:			Telephone #		Alt Telephone #
City, St, Zip:		E-Mail:			# of Guest:

This Document will confirm El Zócalo Event Center is holding the following dates and times:

Venue

Date:	Event Description:	Start Time:	End Time:	Rental Fee:
Bride Name:	Groom s Name:	Contact Person Day of Event:	Contact Telephone #:	

Use of Facilities

General Limitations

- A. Hours: Each event will be approved for specific hours. It is the responsibility of the tenant to cooperate with Event Center staff and security in maintaining this schedule.

- B. Non-compliance with event center policy and procedures: the Event Center reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Event Center policy and procedures.

- C. The Tenant is required to observe regulations concerning smoking, eating, drinking and clean-up of meeting spaces and is responsible for all party members.

- D. No event will be scheduled on the event calendar until the “Use Agreement” is signed by the person or organization requesting rental space and also signed by the Event Specialist.

- E. No events will be scheduled that will charge admission except for non-profit (501c3) organizations conducting fund raising events.

- F. Liability: By signing the “Use Agreement” form, the Tenant shall indemnify and hold harmless Sandoval County and El Zócalo Event Center, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damages to the property of others, arising out of its use of the Event Center.

- G. All events require proof of insurance as follows: User must maintain General Liability insurance coverage in the amount of \$1,000,000.00 per occurrence with Sandoval County as Additional Insured on the policy. Event insurance can be self-provided or you can purchase it from a third party vendor through Sandoval County. A copy of the insurance certificate must be provided to Sandoval County at least fourteen (14) days prior to the scheduled event.

Date: _____ **Initials:** _____

- H. Civil rights: it is Event Center policy that the use of the facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, National origin, age or condition of handicap.

- I. Right to Refuse Service: Sandoval County Event Center Staff reserves the right to deny any event, activity or equipment in its sole and absolute discretion. Additionally, Sandoval County reserves the right, in its sole and absolute discretion, to deny any guest of the Tenant access to the event center.

Fees and Security

- A. Per charges will be assessed resulting in extended use, damage, abuse, or for using services beyond those approved in advance. Extended use charges include any time for management, maintenance, and security beyond that included in the agreement, including set-up, takedown,

and leaving of the rental space later than scheduled. The Tenant must accept full responsibility for such additional obligations and their settlement.

Date: _____ **Initials:** _____

- B. Space will be provided to organizations in accordance with fee schedules approved by Sandoval County. Fee schedules may be obtained from Event Center administration. The County Manager or designee may waive a portion of fees depending on specific instances.

- C. A \$500.00 damage deposit will be required for weddings. A \$300.00 damage deposit will be required for social and all day events. The deposit, less payment for damage done beyond normal wear and tear, will be refunded within (30) days.

- D. Tenants assume all responsibility in cleaning the facility after use. In the event the Tenants fail to satisfactory clean the facility, the tenant agrees to reimburse the Event Center for cost of cleaning at \$100.00 an hour for the number of hours worked by Event Center staff, with a minimum charge of 2 hours.

Date: _____ **Initials:** _____

- E. If the Event Center, in its sole discretion, determines that additional supervision, security or equipment (i.e. portable restrooms) is needed for any event, the Tenant shall provide extra personnel or equipment, at which the expense shall be borne solely by the Tenant.

- F. Security is required for events with alcohol. Security plans will be made by Sandoval County and a mandatory security fee will be imposed.

Facilities Policy and Procedures

- A. NO REFUNDS will be made for rental fees. One half of the full rental amount deposit is required with submission of completed "Use Agreement." Balance of rental fee is due no later than fourteen (14) days prior to event. You will not be billed for the rental fees; this is your responsibility. If the balance is not received fourteen (14) days prior to event, the event will be removed from the schedule. **Balance Due Date** _____

Date: _____ **Initials:** _____

- B. Form of payments; Checks, Money Orders, or Cashier checks are the only forms of payment that is accepted.

Date: _____ **Initials:** _____

- C. Sound levels must be held in compliance with Town of Bernalillo Ordinance. Sound levels must not exceed 50DbA after (10:00pm).

- D. Caterers are responsible for all service dishes. The Event Center will not collect or store these items. Tablecloths and other rented items are the responsibility of the Tenant.

- E. No confetti, rice or birdseed. Flower petals are permitted. Do not put any decoration in or on our fountains. Piñatas for decoration use only. Please do not dispose the sand from luminara bags and/or any other foreign substance on the property's landscape including the parking lot.

- F. No smoking in Event Center building, smoking is only permitted in designated areas.

- G. No decorations, lights or candles may be hung from ceiling.

- H. Do not serve or display food or drinks on baños.

- I. No nails, tape or staples may be used to hang decorations on the adobe walls.

Date: _____ **Initials:** _____

- J. The Tenant will be expected to remove all materials prior to the opening of the Sandoval County Visitor Center on the day following event. Any exception to this guideline must be approved by the Administrator.

- K. The Event Center shall review and approve floor plans, media plans and printed material prior to printing and publishing.

L. Alcohol: Sandoval County has a private contractor, which exclusively provides all alcohol beverage services for all events that take place on the grounds. **Absolutely** no other alcohol may be dispensed, consumed or brought on to Sandoval County property.

Date: _____ Initials: _____

M. Alcohol last call will be 45 minutes before the designated serving end time. Example serving time is 4pm 9pm last call will be at 8:15pm.

Date: _____ Initials: _____

N. The Event Center is not responsible for items belonging to the Tenant that is not picked up at the end of their event. The Tenant is responsible for removing their entire event's items (including decorations, linens, programs and trash) by the end time on the Use Agreement. Any maintenance issue should be reported to the Event Staff, at which time they will work to solve issues in a timely manner.

Date: _____ Initials: _____

Tenants Signature

Date

Signature of the Designee of  THE MEETING PLACE

Date

Fee Schedule

Program	Duration	Price
Monday – Friday 8a.m. – 5 p.m.	Minimum of 4 Hours	\$50.00/ Hour
Monday – Thursday 5 p.m. – 11 p.m.	Minimum of 4 Hours	\$100.00/ Hour
Saturday – Sunday 8 a.m – 5 p.m.	Minimum of 4 Hours	\$100.00/ Hour
Friday – Sunday 5 p.m. – 11 p.m.	Minimum of 4 Hours	\$150.00/ Hour
Wedding/Quinceañera Ceremony and/or Reception	8 a.m – 11 p.m.	\$1500.00/ Package <i>Includes Setup up to 150 guests</i>
Damage Deposit (Required) Refunded within 30 days after event		\$500 (Weddings) \$300
Add:		
Plaza Rental <i>(No Alcohol, Inventory not included in price.)</i>		\$200.00
Barn <i>(No Alcohol, Inventory not included in price.)</i>		\$50.00/ Hour
Rehearsals <i>(During business hours)</i>		\$100.00/ Hour
Rental of tables/chairs:		
1-50 People		\$125.00
50-100 People		\$175.00
100 – 150 People		\$225.00

Renters may receive up to a 25% discount on rental fees.

Maximum occupancy 150 (including courtyard)



Name: _____ Balance due date: _____

(due fourteen (14) days before the event)

Event: _____ Date _____ Time _____ to _____

Check List

Signed Contract			
Layout			
Entertainment / DJ			
Cater			
Alcohol & Serving Times			
Other _____			

Estimate Cost

Rental Fee			\$
Deposit (returned within 30 days)	Required		\$
Set up / Teardown			\$
Security	Check to Blackstone		\$
Event Insurance			
Other _____			
Total			

Payments

	Date	Amt	Balance

*The above information is an estimate only until all details are finalized. Please note the bar costs (The Range Cafe) are not included in this estimate. These details will be determined prior to the event by contacting **Ann Fischer-Ives at the Range Cafe 505-867-1700**. Table coverings will always be provided by the Tenant. In the event the tenant fails to satisfactorily clean the facility, the Tenant agrees to a cost of cleaning of \$100.00 per hour a minimum charge of two hours.

