

Revised 1.23.2020

NAME: \_\_\_\_\_ CURRENT DATE: \_\_\_\_\_

MAILING ADDRESS:

CITY: STATE: ZIP:

PHONE NUMBER: \_\_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS:

RENTAL DATE: RENTAL START TIME: RENTAL END TIME:

**RENTAL LOCATION: COMMUNITY CENTER**

## Auditorium

Capacity: 25 Classroom style seating	Capacity: 107 persons with Tables and Chairs 230 persons Chairs ONLY
How many tables and chairs are needed in auditorium:	Tables: _____ Chairs: _____

→ **REFUNDABLE DEPOSIT** - Applicant agrees to pay a refundable deposit of **\$300** for up to 6 hours. If you will exceed 6 hours, we will require an additional \$200 deposit. The deposit will be refunded when the town Public Works Department determines that the venue was satisfactorily cleaned and returned to original condition by the permit holder. If the venue has not been cleaned and returned to original condition by the end of the established use period, the town will withhold all or part of the deposit, depending on the time and personnel needed to address the violations. If the violations to the venue exceeds the deposit amount, the renter will be invoiced for the difference. **The deposit must be paid in full in order to have the date and times reserved on the calendar.**

→ **RENTAL FEE** - The applicant will pay a **\$100.00** per hour or **\$500.00** per day rental fee. This fee will NOT be prorated, and should include adequate time for both setting up and tearing down. Mesilla residents will receive a 50% discount on rentals that are 4 hours or more. Proof of residency will be required to receive the discount. The rental fee must be paid in full within 10 working days before the event. The rental fee will not be refunded should any cancellation occur within 10 days of the event (this includes cancellations due to weather on the day of event).

→ **NON-PROFIT RATES:** \$50.00 per hour up to 6 hours. Any rentals that exceed 6 hours are \$250.00 per day. Proof of Non-Profit status required.

➔ **Type of Non Profit Organization:** Government ☐ School ☐ Other: (Specify) \_\_\_\_\_

→ **EVENT TYPE:**

Concert	<input type="checkbox"/>	Procession	<input type="checkbox"/>	Block Party	<input type="checkbox"/>	March	<input type="checkbox"/>	Training	<input type="checkbox"/>
Carnival	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Bike Race	<input type="checkbox"/>	Celebration	<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>
Community Activity	<input type="checkbox"/>	Run/Walk	<input type="checkbox"/>	School Activity	<input type="checkbox"/>	Art Show	<input type="checkbox"/>	Religious Activity	<input type="checkbox"/>
	<input type="checkbox"/>	Other: (Specify)							

➔ **EXPECTED EVENT ATTENDANCE:**

Number of Participants/Spectators	Number of Event Staff/Volunteers	Total Number Expected

## ➔ MULTIPLE DATE BREAKDOWN

[illegible]

→ **FOOD AND BEVERAGE:**

Will food and/or  
beverages be sold, served  
or consumed at the event?

Yes:	No:
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→ **KITCHEN USE FEE:** The applicant will pay a \$150.00 flat rate for use of kitchen, with a separate \$200.00 deposit.

Will Kitchen be utilized?

Yes:	No:
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→ **FOOD AND BEVERAGE VENDORS:**

Will the event feature food, beverage or  
merchandise vendors?

Yes

No

Approximate number of food locations:

Approximate number of beverage locations:

Approximate number of merchandise locations:

How will you supply electrical power to your  
event?

→ **ALCOHOL:**

Insurance and other provisions will be required when serving, consuming or selling alcohol. All alcohol sales require a New Mexico License.

\*\*Must be licensed within the Town of Mesilla to serve/distribute Alcohol.

\*Applicant must supply security and fencing for entire area where alcohol will be served and consumed.

Will alcoholic beverages be sold,  
served or consumed at the event?

Yes:

No:

**SEE ATTACHED RULES AND REGULATIONS FOR USE OF FACILITY RENTALS**

If you would like to hold the reservation with a credit card number please call 575-524-3262 with the following:

Credit Card Number, Expiration, CCV, Name on Card, and Billing Address as it appears on your statement.

Signing below acknowledges the applicant agrees to the conditions included on this form:

Name of Applicant (Printed) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## RULES AND REGULATIONS

\*All rental times include set-up and break-down.

### **COMMUNITY CENTER**

The applicant will not attach anything to the wall with tacks, screws, nails, or any device that will make a hole or compromise the paint job. If the applicant chooses to decorate they should use an adhesive such as puddy or tape that will not damage paint on the walls. (INITIAL) \_\_\_\_\_

**KITCHEN USE FEE:** The applicant will pay a \$150.00 flat rate for use of kitchen, with a separate \$200.00 deposit. (INITIAL) \_\_\_\_\_

The applicant is required to use the Town of Mesilla's tables and chairs. Tables & chairs brought from elsewhere will not be permitted. (INITIAL) \_\_\_\_\_

Temperature control: The applicant is NOT permitted to adjust the thermostat. The Town of Mesilla staff will set the thermostat appropriately prior to the event. The thermostat will NOT be set to anything lower than 70. In the event of an EMERGENCY (the AC does not turn on at all), the applicant should contact the Town of Mesilla Public Works on-call employee at (575) 650-8830. The applicant will be responsible for any and all damage, breakage, theft or vandalism that occurs as a result of tampering with the thermostat. (INITIAL) \_\_\_\_\_

The applicant agrees that they will NOT prop the doors open. Propping doors open effects the electricity bill and the AC temperature, and any applicant caught propping the doors open will be required to pay a percentage of the utility bill for the rental times. (INITIAL) \_\_\_\_\_

The applicant will be responsible for the number of hours that the event will take place, and the applicant will inform the Town of Mesilla if the number of hours exceeds the figure stated on this form and pay additional fees if applicable. (INITIAL) \_\_\_\_\_

The deposit will be refunded following the event if the facility is cleaned and returned to original condition by the applicant and is approved by the Town of Mesilla Public Works Department. (INITIAL) \_\_\_\_\_

The Town of Mesilla will provide a push broom for the applicant to use after the event has concluded. The Town of Mesilla will not provide extra trash bags. It is the applicant's responsibility to bring their own trash bags and dispose of them at the end of the event. If clean-up is not approved, the deposit will not be returned. "Clean-up" includes:

Sweeping with provided push broom, located just outside the door on the southwest corner of the auditorium. (INITIAL) \_\_\_\_\_

Wiping down the tables and chairs (INITIAL) \_\_\_\_\_

Returning tables and chairs to the location where they were found upon arrival (INITIAL) \_\_\_\_\_

Trash pick-up and disposal (INITIAL) \_\_\_\_\_

Restrooms must be clear of any paper towels/toilet paper on the floor or any other messes made during rental. (INITIAL) \_\_\_\_\_

Any tables, chairs, racks, etc. that may be moved out of the auditorium during the rental, must be returned to their original location at the conclusion of the rental. (INITIAL) \_\_\_\_\_

Kitchen use: Stove cleaned and turned off, counters and sink cleaned. All items from refrigerator and freezer removed, trash thrown, floor swept, lights turned off and door locked. (INITIAL) \_\_\_\_\_

All doors must be locked at the conclusion of the rental. This includes the two front push-bar doors and the two back doors - one near the water fountains at the southeast end and one near the women's restroom at the southwest end. (INITIAL) \_\_\_\_\_

At the conclusion of the rental, all lights must be turned off, including auditorium, restrooms and hallways. (INITIAL) \_\_\_\_\_

The key will be issued 24 hours before the event and MUST BE RETURNED BY 5 PM THE NEXT BUSINESS DAY in order to avoid \$500 re-keying fee. LAW PROHIBITS DUPLICATION OF KEY. (INITIAL) \_\_\_\_\_

The applicant will abide by capacity limitations as follows:

Tables & Chairs: 107 persons

Chairs only: 230 persons

No Alcohol is permitted unless Alcohol Request Form has been filled out and approved by Town of Mesilla.

**I understand by signing below that my deposit may be held in part/whole if any of the above violations occur.**

Name of Applicant (Printed) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

APPLICATION FEE:	Date Submitted: _____	ADDED TO MASTER CALENDAR
STREET CLOSURE:	Date Submitted: _____	RETURN DEPOSIT VIA:
DEPOSIT:	Date Submitted: _____	MAIL
MISC. FEE:	Date Submitted: _____	SHRED
TOTAL:		RENTER PICKUP