Town of Mesilla

Temporary Events Plaza Rental Form



2231 Avenida de Mesilla P.O. Box 10 Mesilla, NM 88046

Revised 1.23.2020

PLEASE TYPE OR PRINT

MAILING ADDRESS: CITY: STATE: ZIP:	NAME:					_ CUF	RRENT DAT	ГЕ:	
PHONE NUMBER: E-MAIL ADDRESS: RENTAL DATE: RENTAL START TIME: RENTAL END TIME: RENTAL LOCATION: PLAZA → 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). → SHORT WEDDING RENTAL FEE - The applicant will pay a \$50.00 flat fee for 30 minutes. This option is for short intimate weddings or events requiring no setup or decoration. 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	MAILING A	ADDRESS: _							
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RULES AND REGULATIONS

The person or persons to whom this permit is issued shall be liable for any loss, damage or injury

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

PLAZA

	sent during the rental times stated e for persons participating in the e	• •
No rope, chain or similar de reason. (INITIAL)_	vice may be attached to any plant	or park equipment for any
No vehicles may be driven in	or onto the Plaza. (INITIAL)	
•	for keeping pets under control or after their pet. (INITIAL)	on a leash. Pet owners are
the general area, however, (i.e. refusing to move from to dispatch to have the Mesilla (575)526-0795, # sign, option No blocking of public parking No open flame of any kind in the significant of the sign	if other people are interfering with the Plaza during a scheduled pract a Marshal's Department rectify the on 6). (INITIAL) g or residential parking in and arou s allowed. (INITIAL)	und the Plaza without consent. (INITIAL)
Name of Applicant (Printed)		
Signature of Applicant	Date	
	OFFICE USE O	NLY
APPLICATION FEE:	Date Submitted:	ADDED TO MASTER CALENDAR
STREET CLOSURE:	Date Submitted:	
DEPOSIT: Date Submitted:		RETURN DEPOSIT VIA:
MISC. FEE:	Date Submitted:	MAIL
TOTAL		SHRED
TOTAL:		RENTER PICKUP