



City of Truth or Consequences
Ralph Edwards Civic Center Rental Agreement
400 W. 4TH Avenue, Truth or Consequences, NM 87901

For booking information, please contact the City Clerk's Office
at (575) 952-9417 or by email at: torccclerk@torcnm.gov

Description of Event: _____

Responsible Party/Contact (Printed): _____

Name of Organization: _____

Phone #: _____ Email: _____

Contact Address (where deposit refund will be mailed):

Street/PO Box

City

State/Zip

Please complete the following information using one section for each day of your event.

- ◇ The PA system, projector, and screen are only available in the auditorium.
- ◇ Times include set up and tear down, which is the responsibility of the renter.
- ◇ Hours of availability are 7am – Midnight.

Date & Time of Event:

Date: _____ **Time:** _____ AM / PM **To:** _____ AM / PM

Please choose which area you would like to rent:

Auditorium: _____ Red Room: _____ Green Room: _____

PA System: YES: _____ NO: _____ Projector & Screen: YES: _____ NO: _____

Will alcohol will be served at event? YES: _____ NO: _____

Please choose one of the following:

Private Party No Kitchen:

1-4 Hours: _____ 4-8 Hours: _____ Over 8 Hours: _____

Private Party With Kitchen (all times): _____

Date & Time of Event:

Date: _____ **Time:** _____ AM / PM **To:** _____ AM / PM

Please choose which area you would like to rent:

Auditorium: _____ Red Room: _____ Green Room: _____

PA System: YES: _____ NO: _____ Projector & Screen: YES: _____ NO: _____

Will alcohol will be served at event? YES: _____ NO: _____

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CIVIC CENTER RATES

FACILITY USE:

1-4 Hours Private Party No Kitchen	\$75
4-8 Hours Private Party No Kitchen	\$100
Over 8 Hours Private Party No Kitchen	\$200
Private Party with Kitchen (all times)	\$300
Meeting Rooms (Red OR Green Room)	\$30 / hour

Fees:

CIVIC CENTER DEPOSITS:

Security Deposit (All times NO alcohol served)	\$250
Security Deposit (when alcohol is being served)	\$400

ADDITIONAL SECURITY DEPOSITS:

Key Deposit	\$200
PA System Deposit	\$50
Screen Deposit	\$50
Projector Deposit	\$50

No alcoholic beverages are permitted in the venue unless served by a vendor with a "picnic license".

The security deposit will be deposited in a city account, and will be refunded after the event, if the venue has not been damaged, and has been cleaned to the satisfaction of the city. If the amount of deposit is greater than the cost of cleaning or damage, the difference will be refunded. If the cost or damage is greater than the amount of deposit, the renter will be charged accordingly.

RENTAL FEE TOTAL: _____ Payment Method: _____

Date Received: _____ Receipt Number: _____

DEPOSITS:

Civic Center: _____ PA System: _____ Screen: _____
Projector: _____ Keys: _____

DEPOSIT TOTAL: _____ Payment Method: _____

Date Received: _____ Receipt Number: _____

RENTAL CRITERIA:

- The rental agreement must be submitted to the City Clerk's Office at the time of scheduling.
- To reserve the event, the amount of security deposit is due at the time the rental agreement is issued.
- All rental fees must be paid in full no later than 48 hours prior to the event.
- We need at least a 48-hour notice prior to any scheduled event.
- Cancellations must be made within 48 hours of event, or the security deposit will be imposed.
- If alcohol is served without meeting the requirements of being served by a vendor with a "picnic license", 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.
- TULIP Insurance may be required for scheduled events.
- 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, parking or public areas.
- It should be noted that the Civic Center is utilized for senior activities Monday-Friday, 7:00 a.m. to 3:00 p.m. (except on major holidays).
- All senior activities during the designated time frame are free of charge. However, a rental agreement is required for each senior activity event.
- Paid events may be scheduled within the designated time frame of senior activities. If a paid event is scheduled within the designated time frame, proper notice will be posted on the Civic Center bulletin board.

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.

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 alcohol Beverages are permitted in the Facility unless served by a vendor with a "special dispenser's license." I acknowledge the City's Code for Selling or Drinking of Alcohol in Public Places.

I have read and understand all of the terms and conditions in this rental agreement and will abide by them. I further understand that events scheduled in the Civic Center become public information and will be posted on the Civic Center calendar.

I hereby certify that the foregoing information is true and correct. I acknowledge that I personally and any organization that I represent may be liable for any loss or damages incurred by the City as a consequence of any incorrect statement made in this agreement or any failure to comply with the terms stated herein.

Responsible Party Signature: _____ Date: _____

Accepted By: _____ Date: _____

Date Keys Received: _____ Date Keys Returned: _____

For Use by City Staff Only:

Amount of Refund: _____ Voucher #: _____

Deposit Only _____ Full Refund for Cancellation _____ Other _____ (detail below)

Notes: _____

City Clerk Staff Signature: _____ Date: _____