**Bloomfield Cultural Complex**

333 South 1st Street

**For Contract changes, call:**

**505-632-8315**

**Mon-Thurs**

**8 a.m. – 6:00 p.m.**

**Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bloomfield, NM 87413

Phone: 505-632-8315

Non-Profit Rental Contract Request Form

**Event Date \_\_\_\_\_\_\_\_\_\_\_**

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set up Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people expected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have tables and chairs to accommodate 150 people (30 6-foot tables and 3 8-foot tables).

**Last-minute changes to the dates and times of this approved contract are prohibited.**

**Rental time includes set up, the event, take down and clean up.**

Please circle the following that apply:

**Oven/Commercial use? ($60 fee)** Yes No (**DON’T** pour grease down the sinks!)

**Laptop?** Yes No **Projector?** Yes No **Screen?** Yes No **Speakers?** Yes No **Microphone?** Yes No

Please **√** check the room you will need for your event. For each rental, in accordance with Fire Code, the maximum capacity of guests is 150. Each rental includes the use of the kitchen, tables, and chairs. Audio visual equipment (laptop, projector, screen, speakers, microphone) is also available upon request. **All rentals require a $250.00 refundable damage/cleaning deposit.**

**Room & Rates Days & Times Available Additional Time**

 **Main Room** 8 hrs. for $0 Mon-Thurs 9:00 a.m. – 5:00 p.m. $0/hour

 **Non-Profit, non-fundraising** $0 Mon-Thurs 9:00 a.m. – 5:00 p.m. (normal business hours)

 **\*Free usage is limited to normal business hours**. **Outside of normal business hours, a minimum of $90 per day will be charged** **and is dependent on the availability of staffing.** Chartered and non-profit organizations are allowed one meeting per month at \*no charge. **A refundable damage deposit of $250 is required**. The City can hold your deposit for reoccurring non-profit events.

**Staff Initial \*This contract will not be valid without a staff member’s initial**.

**TERMS & CONDITIONS**

1. The person/organization and/or the person authorized by/for said organization, by signing this contract hereby agrees to indemnify and hold harmless the City of Bloomfield and any of the City’s employees and/or agents acting on behalf of the City. **Renter’s Initial \_\_\_\_\_\_\_\_\_**

2. To reserve the date requested, 100% of the damage deposit fee is required upfront. The City has the right to cancel if the balance isn’t paid in full. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

3. A refundable $250 damage/cleaning deposit is required (in addition to the outside normal business hours rental fee). The deposit will be refunded within 7 **business** days after the event, if the facility is clean, no damage has occurred, and no contract violations were made. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

4. Last-minute changes to the dates and times of this approved contract are prohibited. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

5. Violation of any terms of this contract will result in your damage deposit of $250 being retained by the City. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

6. Maximum occupancy is 150 people. More than 150 is a violation of the Fire Code for this contract. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

7. Chartered and non-profit organizations are allowed one meeting per month at no charge. **Free usage is limited to Monday through Thursday, 9:00 a.m. until 5:00 p.m.** The kitchen is not included in free usage. The kitchen fee is $60.00. **Fund raisers are not included under the free policy.** Fund-raisers will be charged 10% of the gross sales plus the normal rate. **Renters Initial \_\_\_\_\_\_\_\_\_\_**

8. The individual who executes this application will be responsible for the activity and conduct of the organization’s members and their guests. **Children must be supervised by an adult at all times, even during set-up and take-down. The City is not responsible for unattended children**. In the event of damage or destruction of any property or of any part of the premises, the applicant agrees to be financially responsible for the conduct and activities of their guests causing such damage. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

9. The individual who executes this contract will be responsible for normal and reasonable cleaning following their usage, which may include:

* The Main Room, Lobby, and Bathroom floors swept and mopped.
* Trash emptied, tables and chairs cleaned and placed back in the storage room. Tables and chairs **MUST** be wiped down!
* Trash, bottles, etc., removed from restrooms, parking lot and all city property. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

10. Smoking and candles are **NOT** permitted; they are a violation of the Fire Code. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

11. The exterior doors are **NEVER** to be propped open; it is a violation of the Fire Code. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

12. Staffing is **NOT** included in the rental of the facilities. The staff member conducting the inspection after the event will be in and around the building for the duration of the event as well as routinely monitoring the event. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

13. Telephone service is **NOT** included in the rental. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

14. The City of Bloomfield will **NOT** be responsible for lost or stolen articles or property. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

15. The **renter is responsible** for set-up, take-down and clean-up. This includes setting up your own tables and chairs, absolutely **NO** dragging or pushing of the tables and chairs is permitted. **There is a 15-minute inspection that will be completed at the end of the event** to ensure all cleaning is properly done. The individual who executes this contract **MUST** be present. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

16. The facility must be cleaned and vacated by 5:00 p.m. **There are no exceptions**. The facility must be cleaned **NO LATER THAN 4:45 P.M**. to ensure there is sufficient time for the 15-minute inspection. If the cleaning and inspection are not completed and the building is not vacated by 5:00 p.m., the City of Bloomfield will deduct an automatic $45.00 from the deposit and an additional $45 for every half hour extended beyond that time. **Renter’s Initial \_\_\_\_\_\_\_\_\_\_**

\*\*\*Should an applicant cancel the (Outside normal business hour) rental prior to the scheduled date,

 the amount of the deposit refunded by the Bloomfield Cultural Center to the applicant will be as follows:

**Outside of normal business hours RENTAL FEE** (a minimum deposit of $90 is required to reserve the room):

Rental fee/deposit $\_\_\_\_\_\_\_\_\_\_ Cash or Check # \_\_\_\_\_\_\_\_\_\_ or CC \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Initial \_\_\_\_\_

Rental fee/deposit $\_\_\_\_\_\_\_\_\_\_ Cash or Check # \_\_\_\_\_\_\_\_\_\_ or CC \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Initial \_\_\_\_\_

Rental fee/deposit $\_\_\_\_\_\_\_\_\_\_ Cash or Check # \_\_\_\_\_\_\_\_\_\_ or CC \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Initial \_\_\_\_\_

Rental fee/deposit $\_\_\_\_\_\_\_\_\_\_ Cash or Check # \_\_\_\_\_\_\_\_\_\_ or CC \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Initial \_\_\_\_\_

 ***Remaining balance of rental fee due on or before \_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_*\_\_\_***Initial *\_\_\_\_\_\_*

 **Cancellation of Event** **Amount of Deposit Refunded**

 0 to 14 days prior 0

 14 to 30 days prior 50%

 30 to 60 days prior 75%

 Over 60 days prior 90%

I have read this contract and its terms and conditions governing the use of the Bloomfield Cultural Complex and Special Events Rooms as herein stated and agree to abide by them.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initial \_\_\_\_\_\_\_\_\_

 *Applicant’s Signature*

**DAMAGE DEPOSIT** – Required damage deposit is **$250.00**. The deposit must be paid in full to reserve the evet date. The damage deposit will be refunded within 7 business days after the event, if the facility is clean and no damage has occurred. The City reserves the right to deduct repairs or cleaning fees from the damage deposit.

Damage deposit $\_\_\_\_\_\_\_\_\_\_ Cash or Check # \_\_\_\_\_\_\_\_\_\_ or CC \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Initial \_\_\_\_\_

Please let us know if you would like your refund mailed or picked up by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hold for recurring event

Same address on contract or different address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DAMAGE DEPOSIT REFUND:**

Date of deposit refund request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount to be refunded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_