

Bloomfield Cultural Complex

333 South 1st Street
P.O. Box 1839
Bloomfield, NM 87413
505-632-2840 Fax: 505-632-6310

Rental Contract Request Form

Event or Organization _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone Number _____

Date needed _____ Time event to start _____ to end _____

Time building needed for set up _____ Number of People _____

Number of tables & chairs needed _____

Total time needed for set-up and event not to exceed 8 consecutive hours.

All room rentals require a \$250.00 refundable damage/cleaning deposit

✓ Please check the room/rate you will need for your event; additional time \$30.00 per hour

Rates

___ Main Room 8 hrs. for \$250.00
(Capacity 150 guests; tables & chairs included)

___ Senior Center 8 hrs. for \$200.00
(Capacity 150 guests; tables & chairs included)

___ Main Room 8 hrs. for \$200.00
(Capacity 150 guests; tables & chairs included)

___ 1/2 Main Room 8 hrs. for \$150.00
(Capacity 75 guests; tables & chairs included)

___ 1/4 Main Room 8 hrs. for \$100.00
(Capacity 37 guests; tables & chairs include)

___ Conference Room \$25.00/hr.
(Capacity 12; table & chairs included)

___ Kitchen \$50

___ Gymnasium \$30/hr.

Day & Time available

Fri & Sat 9:00 a.m. to 10:00 p.m.

Saturday 9:00 a.m. to 10:00 p.m.
No kitchen available for use

Mon & Wed 9:00 a.m. to 8:30 p.m.
Tue & Thu 9:00 a.m. to 6:00 p.m.

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___ (Non-Profit) non-fundraising \$0
(Outside of normal business hours, \$90 per day charge)

Mon & Wed 9:00 a.m. to 8:30 p.m.
Tue & Thu 9:00 a.m. to 5:00 p.m.

Chartered and non-profit organizations are allowed one meeting per month at no charge.
Free usage is limited to Monday through Thursday, 9:00 am until 6:00 pm.

For Office Use Only

Employee Initial _____

Date form handed out _____

Terms and 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.
2. To reserve the date requested, 50% of the rental fee is required upfront. The balance is due 7 days prior to the rental.
3. A damage/cleaning deposit is required (in addition to the rental fee). The deposit will be refunded within 7 days after the event if the facility is clean and no damage has occurred. Required damage deposit is \$250.00.
4. Maximum occupancy is 150 people.
5. No alcoholic beverages of any kind are allowed in the Cultural Complex or on the premises unless you have made special provisions with the City Manager and operate under an appropriate state liquor permit and city code. If alcohol is to be consumed, the renter must make arrangements for security with the Bloomfield Police Department. Proof of payment for security must be provided.
6. The individual who executes this application will be responsible for the activity and conduct of the organization's members and their guests. 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.
7. The individual who executes this application will be responsible for normal and reasonable cleaning following the usage which may include:
 - Main Room, Lobby, and Bathroom floors swept and mopped
 - Trash emptied, tables and chairs cleaned and in place
 - Trash, bottles, etc. removed from parking lot
8. Chartered and non-profit organizations are allowed one meeting per month at no charge. **Free usage is limited to Monday through Thursday, 9:00 am until 6:00 pm.** The kitchen is not included in free usage. Kitchen fee is \$50.00. The kitchen at the Senior Citizens' Center is not to be used for any function and will be locked during functions. **(Fund raisers are not included under the free policy).**
9. Fund raisers will be charged 10% of the gross sales plus the normal rate.
10. Smoking and candles are **NOT** permitted in the Cultural Complex/Senior Citizens' Center.
11. The exterior doors are **NEVER** to be propped open. It is in violation of the Fire Codes.
12. *Staffing is not included in the rental of the facilities.*
13. Telephone service is not included in the rental. The Cultural Complex staff is not responsible for answering the phone and/or taking messages for the user.
14. The City of Bloomfield will not be responsible for articles or property lost or stolen.
15. The renter is responsible for setup, take down and clean up. An event check-in/check-out sheet must be initialed by the renter prior to and at the end of the event. The renter must inform the staff prior to clean-up.
16. As of 4/4/2014, the facility must be cleaned and vacated by 10:00 pm.

***Should an applicant cancel the rental prior to the scheduled date, the amount of the deposit refunded by the Bloomfield Cultural Center to the applicant will be as follows:

<u>Canceling of Event</u>	<u>Amount of Deposit Refunded</u>
0 to 14 days prior	0
14 to 30 days prior	50%
30 to 60 days prior	75%
Over 60 days prior	90%

The renter is responsible for setup, take down and clean up.

I have read the 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 _____

RENTAL DEPOSIT

Rental deposit included \$ _____ Cash or Check # _____ or CC _____

Signed _____ Date _____

DAMAGE DEPOSIT

Option 1

Damage deposit included \$ _____ Cash or Check # _____ or CC _____

OR

Option 2

Damage deposit of \$ _____ Due before _____

Paid: Cash or Check # _____ or CC _____

Signed _____ Date _____