

City of Truth or Consequences
Gardner Learning Center Rental Agreement
601 Sunset Street, Truth or Consequences, NM 87901

For booking information, please contact the City Clerk's Office
at (575) 894-6673 or by email at: torcclerk@torcnm.org

Description of Event: _____		
Applicant Name (Printed): _____		
Phone #: _____ Email: _____		
Contact Address (where deposit refund will be mailed): _____ _____		
Street/PO Box	City	State/Zip

<u>Rental and Deposit rates</u>	
<u>Rental Fee:</u>	
\$75.00 per room/per day (one day rental)	
\$60.00 per room (if the rental is for two consecutive days)	
\$30.00 per room (if the rental is for three or more consecutive days)	
Multiple Meeting rooms can be rented per day. (4) Four meeting rooms are available for rental purposes.	
<u>KEY DEPOSITS:</u>	
\$100 Key Deposit (per rental). Please note that the key deposit may be kept on file and can be used for multiple rentals.	
Please check all that apply:	
Meeting Room #1: _____	<u>OTHER ACCOMMODATIONS:</u>
Meeting Room #2: _____	Computer Access: _____
Meeting Room #3: _____	Monitor Access: _____
Meeting Room #4: _____	Camera Access: _____
RENTAL FEE TOTAL: _____	Payment Method: _____
Date Received: _____	Receipt Number: _____
DEPOSIT TOTAL: _____	Payment Method: _____
Date Received: _____	Receipt Number: _____

Please list the time and date for each scheduled rental

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

Date: _____ Time: _____ AM/PM to _____ AM/PM

RENTAL CRITERIA:

- The rental agreement must be submitted to the City Clerk's Office at the time of scheduling.
- All rental fees must be paid in full no later than 48 hours prior to the event.
- Liability Insurance Certificate: Renters may be required to submit a Certificate of Liability Insurance naming the City of Truth or Consequences Gardner Learning Center, 601 Sunset Street as additional insured for a minimum of \$1,000,000. A Hold Harmless Agreement is required to be signed by all applicants. The applicant 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 applicant. 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.
- Single-day rentals: Keys will be issued by the City Clerk's Office and are due back on the following business day. The \$100 key deposit will not be refunded if the key is lost or unreturned.
- Multiple-day rentals: Keys will be issued by the City Clerk's Office. Keys may be kept each day the meeting room is rented and must be returned to the City Clerk's Office following business day after the event. The \$100 key deposit will not be refunded if the key is lost or unreturned.
- The key deposit will be deposited in a city account, and will be refunded after the event, if the meeting room(s) have not been damaged, keys have been returned 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.
- All fees will be waived for governmental entities that are using the meeting rooms for the benefit of the public.

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 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: _____

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

Notes: _____

City Clerk Staff Signature: _____ Date: _____