

# Bloomfield Cultural Complex

333 South 1<sup>st</sup> Street  
Bloomfield, NM 87413  
Phone: 505-632-8315

For Contract changes, call:  
505-632-8315  
Mon-Thurs  
8 a.m. – 6:00 p.m.

Today's Date \_\_\_\_\_

## 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?** Yes No (**DON'T** pour grease down the sinks!)

**Alcohol use?** Yes No Hours of consumption \_\_\_\_\_

**D.J. or Band?** Yes No

**Laptop?** Yes No **Projector?** Yes No **Screen?** Yes No

**Speakers?** Yes No

**Microphone?** Yes No **Black tablecloths?** 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. Black tablecloths are available upon request. 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
<input type="checkbox"/> Main Room 6 hrs. for \$200.00	Friday 4:00 p.m. – 10:00 p.m.	\$45/hour
<input type="checkbox"/> Main Room 8 hrs. for \$250.00	Saturday 9:00 a.m. – 10:00 p.m.	\$45/hour
<input type="checkbox"/> Main Room 8 hrs. for \$200.00	Mon-Thurs 9:00 a.m. – 5:00 p.m.	\$45/hour
<input type="checkbox"/> ½ Main Room 8 hrs. for \$150.00	Mon-Thurs 9:00 a.m. – 5:00 p.m.	\$45/hour
<input type="checkbox"/> ¼ Main Room 8 hrs. for \$100.00	Mon-Thurs 9:00 a.m. – 5:00 p.m.	\$45/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.**

## 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. **Renters Initial** \_\_\_\_\_
2. To reserve the date requested, 50% of the rental fee is required upfront. **The balance is due 7 business days prior to the rental.** The City has the right to cancel if the balance isn't paid in full. **Renters Initial** \_\_\_\_\_
3. A refundable \$250 damage/cleaning deposit is required (in addition to the 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. **Renters Initial** \_\_\_\_\_
4. Last-minute changes to dates and times of this approved contract are prohibited. **Renters Initial** \_\_\_\_\_
5. Violation of any terms of this contract will result in your damage deposit of \$250 being retained by the City. **Renters Initial** \_\_\_\_\_
6. Maximum occupancy is 150 people. More than 150 is a violation of the Fire Code for this contract. **Renters Initial** \_\_\_\_\_
7. 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 (2) security officers with the Bloomfield Police Department to be present at an additional cost of \$80/hour. Proof of payment for security must be provided. **Security must be secured from the start of alcohol consumption until the event is over and the premises are vacated. Consumption of alcohol is limited to indoor use only, not outside the facility.** **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. **Renters Initial** \_\_\_\_\_
9. The individual who executes this contract will be responsible for normal and reasonable cleaning following their usage, which may include:
  - 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. **Renters Initial** \_\_\_\_\_
10. 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. 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.** Fund-raisers will be charged 10% of the gross sales plus the normal rate. **Renters Initial** \_\_\_\_\_
11. Smoking and candles are **NOT** permitted; they are a violation of the Fire Code. **Renters Initial** \_\_\_\_\_
12. The exterior doors are **NEVER** to be propped open; it is a violation of the Fire Code. **Renters Initial** \_\_\_\_\_
13. Staffing is **NOT** included in the rental of the facilities. **Renters Initial** \_\_\_\_\_
14. Telephone service is **NOT** included in the rental. **Renters Initial** \_\_\_\_\_
15. The City of Bloomfield will **NOT** be responsible for lost or stolen articles or property. **Renters Initial** \_\_\_\_\_
16. The **renter is responsible** for set-up, take-down and clean up. This includes setting up your own tables and chairs. An event check-in/check-out sheet must be initialed by the renter prior to and after the event. **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.  
**Renters Initial** \_\_\_\_\_
17. The facility must be cleaned and vacated by 10:00 p.m. **There are no exceptions.** The facility must be cleaned **NO LATER THAN 9:45 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 10:00 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. **Renters Initial** \_\_\_\_\_

\*\*\*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>Cancellation 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%

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*

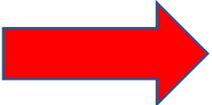
**RENTAL FEE** (a minimum deposit of \$125 is required to reserve the room):

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

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

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

**DAMAGE DEPOSIT** – Required damage deposit is **\$250.00**. The 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 \_\_\_\_\_

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

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

Please let us know if you would like your refund mailed  or picked up  by: \_\_\_\_\_  
 Same address on contract  or different address: \_\_\_\_\_

 **Remaining balance of damage deposit due on or before** \_\_\_\_\_ Initial \_\_\_\_\_

**DAMAGE DEPOSIT REFUND:**

Date deposit refunded: \_\_\_\_\_ Signature of Recipient: \_\_\_\_\_ Staff Initial \_\_\_\_\_