



# CITY OF SOCORRO

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## City of Socorro Convention Center Rental Agreement

Contact Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) and Time(s) of Event	
Setup Date: _____	Time: _____ am/pm
Event Date: _____	Time: _____ am/pm To: _____ am/pm
Tear Down Date: _____	Completion Time: _____ am/pm

Name of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Tables/Chairs needed? If so, how many of each: T: \_\_\_\_\_ C: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Please provide a brief description of the event that is going to be held:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Daily Rates & Fees

Room	Size	Sq. Feet	Level 1		Level 2	
Main Meeting Room	87x44	3,828		\$900		\$675
Section 1	29x44	1,276		\$300		\$225
Section 2	29x44	1,276		\$300		\$225
Section 3	29x44	1,276		\$300		\$225
Breakout Room 1	27x17	459		\$150		\$110
Breakout Room 2	15x17	255		\$100		\$75
Breakout Room 3	15x17	255		\$100		\$75
Bar	9x10 11x17	277		\$100		\$75
Entire Center	113x98	11,074		\$1,120		\$840

## Pricing and Fee Explanation

The pricing list is broken down by two levels, one for weekend rentals, one for weekday rentals. Please be sure to look at the column that applies to which days your event will fall on.

### Level 1

Level 1 pricing is for Thursday-Sunday events and will be charged at full price.

### Level 2

Level 2 pricing is for Monday-Wednesday events and will be charged at a 25% discount.

## Rental Fees & Notes

1. Rental Fee will be charged as agreed upon. If there is a holdover that surpasses the agreed upon rental period, Renter will be charged an additional \$150.00 per day.
2. Insurance – All events are **required** to provide their own Special Event Insurance coverage. City of Socorro requires that Renters provide proof of insurance in the amount of \$1,050,000 general liability coverage with a separate endorsement naming “City of Socorro” as additional insured. Submit **prior to event**.
3. Reservation, payment, proof of liability insurance and a **\$500.00 cleaning deposit must be made a minimum of 14 days prior to the event**. Payment can be in the form of cash, check, money order, Visa, or Master Card. **Please make checks payable to City of Socorro.**
4. **Emergency Medical Services-** \$ \_\_\_\_\_  
\$145/First hour or any portion thereof; \$108/2<sup>nd</sup> hour & any whole hour thereafter;  
\$27/15min increments after 1<sup>st</sup> hour
5. **Police/Security- \$30/Hour/Officer** \$ \_\_\_\_\_
6. **Event Attendant- \$25/hour** \$ \_\_\_\_\_
7. **Tables and chairs will be charged as \$4.00/table and \$0.40/chair:** \$ \_\_\_\_\_

### **Notes:**

8. The City of Socorro shall not be held liable for any loss, claims or damage to persons or private property of the renter or attendees, as the City of Socorro is subject to all immunities of the New Mexico Tort Claims Act.

9. Damage to City of Socorro facility or property during the above listed event will be subject to charge at the renter's expense.
10. Facility rentals are served on a first-come basis.

## **Meeting Space and Breakout Rooms**

### **Main Meeting Room**

The main meeting room is a 3,828 sq ft room that is available to be separated by two different sliding walls, breaking the room into three sections (See individual section information below). When the walls are not in use, they slide into the wall to ensure that they are out of the way and the room is completely open. The main room has 3 projector screens that can be lowered from the ceiling. The lighting options ensure that the entire room is well lit, both by artificial lighting as well as natural light from the East facing glass wall and door leading to the patio area. The main room is the only way to access the patio seating area throughout the entire convention center. There are multiple areas with counter space as well as drawer and cabinet space.

### **Main Room Section 1**

Section 1 is the far most left section of the room, there are two exits, both leading out into the main hallway of the center. The section is 1,307 sq ft and comes with its own projector screen, counter space, and electrical outlets. This room does not have any access to natural light when it is closed off and makes a great space for projector presentations. As stated, each section has its own exit that allows for entry to the rest of the center as well as the bathrooms without the need to disturb the other sections. Sections can be reserved individually, please refer to the price sheet included in this contract.

### **Main Room Section 2**

Section 2 is in the middle of the room and is comprised of the front and back solid standing walls as well as two sliding separating walls. The section is 1,284 sq ft and comes with its own projector screen, counter space, and electrical outlets. This room does not have any access to natural light when it is closed off and makes a great space for projector presentations. As stated, each section has its own exit that allows for entry to the rest of the center as well as the bathrooms without the need to disturb the other sections. Sections can be reserved individually, please refer to the price sheet included in this contract.

## **Main Room Section 3**

Section 3 is the far most right section of the room; each section has its own exit that allows for entry to the rest of the center as well as the bathrooms without the need to disturb the other sections. The section is 1,307 sq ft and comes with its own projector screen, counter space, and electrical outlets. This section does have a glass wall and door that lead to the outdoor patio area, there is tons of natural light that comes through to this section. There is also a breakout room that is connected to this section, please see breakout room description below.

## **Breakout Room 1**

The breakout rooms are individual rooms that can be used for classroom sessions, rehearsals, dressing rooms, etc. Breakout Room 1 is attached to the main meeting room of the convention center, it can only be accessed through the back wall of the main meeting room. They all have windows; however, they are narrow windows that are near the ceiling. Breakout Room 1 is 488 sq ft with its own lighting and electrical outlets.

## **Breakout Room 2**

The breakout rooms are individual rooms that can be used for classroom sessions, rehearsals, dressing rooms, etc. Breakout Room 2 is located off the main hallway and is separated from the main meeting room. They all have windows; however, they are narrow windows that are near the ceiling. Breakout Room 2 is 255 sq ft with its own lighting and electrical outlets.

## **Breakout Room 3**

The breakout rooms are individual rooms that can be used for classroom sessions, rehearsals, dressing rooms, etc. Breakout Room 3 is located off the main hallway and is separated from the main meeting room. They all have windows; however, they are narrow windows that are near the ceiling. Breakout Room 3 is 255 sq ft with its own lighting and electrical outlets.

## **Bar**

There is a small bar counter that is near the front door of the convention center, attached to it is a room that can be used for prep, food/beverage storage, etc. It is located directly across the hall from the main meeting room and has a door that can be closed to restrict access. It is 292 sq ft. If alcohol is going to be served, you must provide your own security.

## **Entire Center**

The entire center is available for rent and can be utilized in many ways. As a whole, the Convention Center measures to 10,936 sq ft with a capacity of 283 people.

## **Convention Center Rules**

Convention Center will be locked after public hours with limited access.

- No open flames or electric grills will be allowed in the Convention Center.
- Electricity outlets are available. Please inform us if you need to have access to one.
- ABSOLUTELY NO tape, nails, or staples are to be used in the building, on the walls, or trim.
- Do NOT hang anything from the ceiling.
- Please leave the walls, inside and out, clean of all debris (This includes any tape, wire, clothes pins, paper, etc.).
- If you must hang anything on the walls the only approved items that can be used are painter's tape (usually blue in color). All other items are prohibited.
- Vendors must furnish their own tables and chairs.
- Vendors will be always responsible for contents of their space. The City of Socorro will not be liable for any loss or damage.
- Vendors will be required to have all goods and materials removed following the event.
- No drugs, alcohol, or sexual related merchandise will be displayed or sold.
- No animals of any kind can enter the building. i.e. be on display or for sale.

In the event alcohol is served by Renter at the event, the Renter affirms and represents that Renter shall at all times be in full compliance with the New Mexico Liquor Control Act, Section 60-3A-1 et seq., (NMSA 1978), including all amendments and regulations thereto, and shall provide proof of compliance.

Nothing contained in this Agreement shall be construed to create the relationship of principal and agent or partnership or of joint venture or any association whatsoever between the City of Socorro and Renter, other than the relationship of landlord and tenant.

Having read this waiver and knowing these facts and in consideration of your accepting my request for rental, I, for myself and anyone entitled to act on my behalf, waive and release The City of Socorro, volunteers, contract service providers, employees, City of Socorro partners, owners and lessees of premises used, affiliated entities, promoters, sponsors, advertisers, from all claims or liabilities of any kind arising out of my participation in this rental/event, even though said liability may arise out of negligence or carelessness on the part of the persons named in this waiver. In addition, I acknowledge the contagious nature of COVID-19 and other communicable diseases and voluntarily assume the risk that I may be exposed to or infected by COVID-19 and/or other communicable diseases by participating in this event. I acknowledge that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. **I understand that the risk of becoming exposed to or infected by COVID-19 in connection with my participation in this event and personally assume this risk.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
City of Socorro