



# CITY OF SOCORRO

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CITY CLERK

RUBY LOPEZ  
FINANCE DIRECTOR

## CITY OF SOCORRO CONVENTION CENTER RENTAL AGREEMENT

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

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

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

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

Email: \_\_\_\_\_

### EVENT INFORMATION

*(Please fill out as accurately as possible)*

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

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

Set Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Tear Down Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_ am/pm

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

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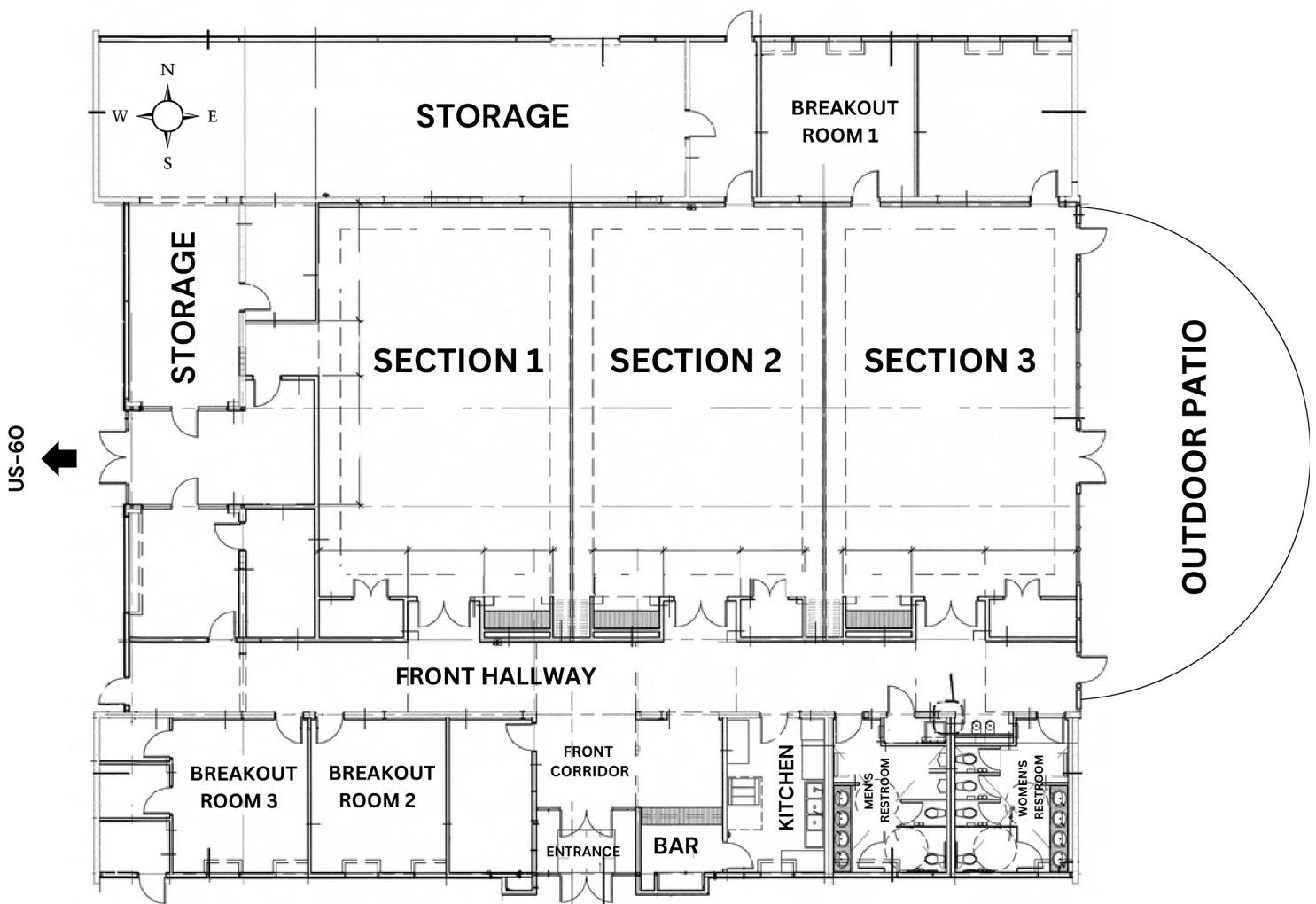
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## CONVENTION CENTER LAYOUT



# EVENT SPACE INFORMATION

## 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 Meeting Room has 3 projector screens that can be lowered from the ceiling. Each section has counter space as well as drawer and cabinet space. 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 double doors leading to the Outdoor Patio Area. The Main Meeting Room is the only way to access the Patio throughout the entire Convention Center. *(Sections can be reserved individually, please refer to the price sheet included in this contract.)*

## Main Room (Section 1)

Section 1 is the far West section of the room with two exits, both leading out into the main hallway of the center. The section is 1,276 sq ft and comes with its own projector screen, counter space, and electrical outlets. This room does not have access to natural light when it is sectioned off and makes a great space for projector presentations. 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.

## 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 1,276 sq ft and comes with its own projector screen, counter space, and electrical outlets. This room does not have access to natural light when it is sectioned off and makes a great space for projector presentations.

## Main Room (Section 3)

Section 3 is the far East section of the room; The section is 1,276 sq ft and comes with its own projector screen, counter space, and electrical outlets. This section does have an East facing glass wall and door that leads to the Outdoor Patio Area. There is plenty of natural light that flows in to this section. There is also a breakout room that is connected to the North side of this section. Please see breakout room description below. 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.

# EVENT SPACE INFORMATION (cont.)

## Breakout Rooms

*The breakout rooms are individual rooms that can be used for classroom sessions, rehearsals, dressing rooms, etc. They all have windows; however, they are narrow windows that are near the ceiling.*

### Breakout Room 1

Breakout Room 1 is attached to the Main Meeting Room of the Convention Center. It can only be accessed through the North wall of the Main Meeting Room. It is 459 sq ft with its own lighting and electrical outlets.

### Breakout Room 2

Breakout Room 2 is located on the South side of the main hallway and is separated from the Main Meeting Room. It is 255 sq ft with its own lighting and electrical outlets.

### Breakout Room 3

Breakout Room 3 is located on the South side of the main hallway next to Breakout Room 2 and is separated from the Main Meeting Room. Breakout Room 3 is 255 sq ft with its own lighting and electrical outlets.

## Outdoor Patio Area

The East side of the Main Meeting Room leads into the Outdoor Patio Area. This area provides tables, chairs, and umbrellas, if needed in the warmer months. The Patio can only be accessed through the double glass doors on the East side of the building.

## TABLES/CHAIRS

Circular Ballroom Tables

5' diameter which can seat 6

6' diameter which can seat 8

Rectangular Classroom Tables 6'L x 18"W  
can seat 2-4

Metal chairs with leather padded seating

# CONVENTION CENTER RULES

Please read thoroughly. Any rules that are broken will result in  
**forfeit of partial or entire damage/cleaning deposit.**

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

**ALL EVENTS MUST END BY MIDNIGHT, OR AN EXTRA CHARGE WILL INCUR. NO EXCEPTIONS.**

**No open flames or electric grills will be allowed in the Convention Center.**

**Do NOT hang anything from the ceiling.**

**ABSOLUTELY NO tape, nails, or staples are to be used in the building, on the walls, or trim.**

**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*.**

**Please leave the walls, inside and out, clean of all debris (This includes clothespins, paper, tape, etc.).**

**No drugs, alcohol, or sexual related merchandise can be displayed or sold.**

**No animals of any kind can enter the building, i.e., be on display or for sale. (Service animals that are trained to assist a person with a disability will be allowed inside the building.)**

**Any stains on carpet will result in loss of partial or full damage/cleaning deposit.**

**Renters will be responsible for contents of their space at all times. The City of Socorro will not be liable for any loss or damage.**

**Renters will be required to have all goods and materials removed following the event.**

**Please leave the Convention Center how you found it. Any excessive cleaning that needs to be done following the event will result in loss of partial/entire damage/cleaning deposit.**

**Electrical outlets are available. Please inform us if you will need access to electricity.**

# RENTAL FEES

*The pricing list is broken down into packages. There is also a level for weekend rentals and one for weekday rentals. Please be sure to choose the package and level that best applies to the day(s) of your event.*

## 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.

## Main Meeting Room (Sections 1–3)

The Main Meeting Room is comprised of 3 sections that can be broken up by partitions. Each section can be rented out as a stand alone room for \$300/day. If you would like to rent a portion of the Main Meeting Room and not a package, please skip to page 10 of this agreement and fill out the corresponding pricing information.

|   | Included  | Price                                 |
|---|---|---------------------------------------|
| Package 1   | Main Meeting Room<br>(200) Chairs<br>(80) Tables  | LV1. \$900/day<br>LV2. \$675/day      |
| Package 2   | Main Meeting Room<br>3 breakout rooms<br>(200) Chairs<br>(80) Tables                                      | LV 1. \$1,250/day<br>LV2. \$940/day   |
| Package 3<br>*(Please see serving<br>alcohol section on<br>next page) | Main Meeting Room<br>3 breakout rooms<br>Kitchenette<br>Bar w/ 1 bartender<br>(200) Chairs<br>(80) Tables | LV 1. \$1,500/day<br>LV2. \$1,125/day |

Table cloths are available, there will be an additional \$50 charge.

## RENTAL FEES (cont.)

| Additional Tables & Chairs     |              |
|--------------------------------|--------------|
| Ballroom & Classroom<br>Tables | \$4.00/table |
| Chairs                         | \$0.40/chair |

## ALCOHOL

### Rules & Regulations

In the event you desire the service of alcohol at the event, only the City of Socorro, or its qualified lessee, shall sell alcoholic beverages under its governmental license, subject to all state laws and regulations governing dispensers.

**If you would like to serve alcohol at your event,  
it will be required to pay for  
1 security guard/officer per 100 attendees.**

**The fee is as follows:**

|  |                    |
|--|--------------------|
| Security<br>(1 per 100 attendees required) | \$36.65/hr/officer |
|--|--------------------|

**Beer & wine will be available for events serving alcohol. Please contact  
Convention Center staff to coordinate the brand/amount of alcohol  
you would like for your event.**

**NO OUTSIDE ALCOHOL ALLOWED**



## **ALCOHOL (cont.)**

- 1. It is illegal to bring alcoholic beverages of any kind onto the premises including parking areas for consumption and/or distribution.**
- 2. The City of Socorro, or its qualified lessee, shall not sell alcoholic beverages for consumption off the licensed premises.**
- 3. Alcoholic beverages shall not be removed from the licensed premises, which include only the Main Meeting Room and hallway.**
- 4. Under no circumstances may minors purchase, be served, possess or consume alcoholic beverages on premises.**
- 5. Alcohol sales will be stopped at 11:00pm, last call will be announced one (1) hour prior to closure of the bar, no exceptions.**

## **CATERING**

**The City of Socorro disclaims any and all liability and responsibility arising out of or relating to the preparation, service, storage or consumption of food on the premises, which shall be the sole responsibility of Renter.**

**I hereby agree that I have read and agree to the rules and regulations presented above.**

**Initial:\_\_\_\_\_**



# IMPORTANT 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 \$1,000,000 general liability coverage with a separate endorsement naming “City of Socorro” as additional insured. **Submit prior to event with signed Agreement.**
3. Reservation, payment, proof of liability insurance and a **\$500.00 damage/cleaning deposit must be made a minimum of 14 days prior to the event or event will be cancelled.** Payment can be in the form of cash, check, money order, Visa, or Mastercard. Please make checks payable to City of Socorro.
4. 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.
5. Damage to City of Socorro facility or property during the above listed event will be subject to charge at the Renter’s expense.
6. Facility rentals are served on a first-come basis.

If The City of Socorro feels that the health, welfare or safety of its patrons is compromised  
OR

if The City of Socorro feels that its integrity or image is compromised,

The City of Socorro retains the following rights:

**The right to require the group or any of its participants to leave the premises.**

**The right to cancel the event.**

**The right to amend the negotiated contract.**

I hereby agree that I have read and agree to the rules and regulations presented above.

Initial: \_\_\_\_\_

# PRICE BREAKDOWN

DATE(S) OF EVENT:

|   |     |
|---|-----|
| Special Event Insurance Coverage (Required) | Y/N |
|---|-----|

|  |    |
|--|----|
| DAMAGE/CLEANING DEPOSIT (REQUIRED \$500) | \$ |
|--|----|

|                           |    |
|---------------------------|----|
| Emergency Medical Service | \$ |
|---------------------------|----|

\$145/First hour or any portion thereof;  
 \$108/2nd hour & any whole hour thereafter;  
 \$27/15min increments after 1st hour

|                 |           |    |
|-----------------|-----------|----|
| Police/Security | How many? | \$ |
|-----------------|-----------|----|

\$36.65/hour/Officer

|                   |           |    |
|-------------------|-----------|----|
| Additional Tables | How many? | \$ |
|-------------------|-----------|----|

\$4.00/table

|                     |     |    |
|---------------------|-----|----|
| Table Cloths (\$50) | Y/N | \$ |
|---------------------|-----|----|

|                   |           |    |
|-------------------|-----------|----|
| Additional Chairs | How many? | \$ |
|-------------------|-----------|----|

\$0.40/chair

|           |    |
|-----------|----|
| Package 1 | \$ |
|-----------|----|

|           |    |
|-----------|----|
| Package 2 | \$ |
|-----------|----|

|           |    |
|-----------|----|
| Package 3 | \$ |
|-----------|----|

OR

|           |    |
|-----------|----|
| Section 1 | \$ |
|-----------|----|

|           |    |
|-----------|----|
| Section 2 | \$ |
|-----------|----|

|           |    |
|-----------|----|
| Section 3 | \$ |
|-----------|----|

|                        |    |
|------------------------|----|
| Bar Set Up (\$100/day) | \$ |
|------------------------|----|

|                            |    |
|----------------------------|----|
| Break Out Room (\$100/day) | \$ |
|----------------------------|----|

|   |    |
|---|----|
| cannot rent out a single break out room; must be in addition to | \$ |
|---|----|

|               |    |
|---------------|----|
| TOTAL AMOUNT: | \$ |
|---------------|----|

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. 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.

#### APPLICABLE LAW & NON-DISCRIMINATION

This Contract shall be governed by the laws of the State of New Mexico. The City of Socorro requires that all programs and services at the Convention Center are available to persons without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation or veteran status.

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

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

