



VILLAGE OF HATCH

133 N. Franklin / P.O. Box 220
 Hatch, New Mexico 87937
 Phone - (575) 267-5216 Fax - (575) 267-1135

COMMUNITY CENTER

837 Hwy. 187
 Hatch, New Mexico 87937
 Web Site - www.villageofhatch.org

RENTAL AGREEMENT

This agreement entered into this on this the ____ day of _____, 20__ between the Village of Hatch, New Mexico, hereinafter called "OWNER" and _____
 (Please Print)
 hereinafter "RENTER".

WITNESSETH: That the OWNER hereby rents to the RENTER the following for the period of (rental date)

Dates of Use: _____

Hours of Use: _____

Community Center Rental Rates		Weekdays	Weekends/Holidays
One Small Room	Rental Rate	\$25.00	\$50.00
One Small Room & Kitchen	Rental Rate	\$40.00	\$75.00
Two Small Rooms	Rental Rate	\$40.00	\$75.00
Two Small Rooms & Kitchen	Rental Rate	\$60.00	\$125.00
Great Room	Rental Rate	\$50.00	\$100.00
Great Room & Kitchen	Rental Rate	\$90.00	\$175.00
All Rooms & Kitchen	Rental Rate	\$150.00	\$300.00
Kitchen Only	Rental Rate	\$25.00	\$50.00
TOTAL RENTAL CHARGES:			
DAMAGE DEPOSIT:			\$100.00
CLEANING FEE:			\$15.00
BALANCE DUE:			

Name of Renter: _____ Adult Supervisor: _____

Type of Event: _____ Rooms Rented: _____

COMMUNITY CENTER INSPECTION REPORT

The purpose of this form is to verify the condition of the Community Center, equipment and furnishings prior to and after use by the Lessee.

Prior Inspection: Date _____ Condition of Rooms: **(Discrepancies if any)** _____

Conditions of Furnishings: **(Discrepancies if any)** _____

Damaged items, if any: _____

Lessee signature: _____ Municipal Clerk _____

Chief of Police and/or Recreational Director Signature: _____

After Inspection Date: _____ Condition of Rooms: **(Discrepancies if any)** _____

Condition of furnishings: **(Discrepancies if any)** _____

Damaged items, if any: _____

Renter Signature: _____ Recreational Director Signature _____

Renter IS/ IS NOT entitled to the return of damage deposit.

Community Center Coordinator Signature: _____

1. The above rental rates are for each four (4) hour block of use. **ALL PREPARATION (DECORATING, ETC) AND CLEAN UP ACTIVITY MUST BE ACCOMPLISHED WITHIN THE TIME SLOT FOR WHICH RENT IS PAID.** Minimum charges and waiver of fees and deposits other than those mentioned above will be determined by the Village Clerk on a case by case basis.
2. The RENTER is responsible for the setup of the room and of the tables and chairs, all decorations must be free standing. Decorations are not allowed to be glued, or nailed onto the walls or ceiling. User shall remove all such items prior to the final joint inspection by themselves and the Community Center Coordinator.
3. The cleanup of the premises is done by the **RENTER**. The RENTER is responsible for putting away all tables and chairs that were previously set up. All TRASH must be taken out to the Community Center Dumpster; this includes bathrooms. All DECORATIONS must be taken down.
4. A security deposit is required in addition to the rental fee and is refundable two (2) weeks following the rental provided the premises are returned to their prior condition and there are no damages or missing items.
5. All deposits are due when the application for use has been approved and ALL fees are due prior to the actual commencement of the activity itself.
6. **CURFEW:** All activities will cease no later than 1:00 A.M. Monday through Saturday and no later than 12:00 midnight on Sunday.
7. All activities will have responsible adult supervision present at all times during the activity. The adult supervision must be named, and approved, by the Community Center Coordinator when the application is made to use the facility.
8. No less than two (2) professional security guards will be required for ALL dances.
9. The Renter **WILL NOT ALLOW ALCOHOLIC BEVERAGES TO BE SERVED OR CONSUMED ON THE PREMISES (INSIDE OR OUTSIDE)** unless an appropriate permit has been obtained from the proper authorities prior to the event and that such proper permit is prominently posted near the entrance to the facility. **UNDER NO CIRCUMSTANCES WILL ILLEGAL DRUGS BE ALLOWED ON THE PREMISES (INSIDE OR OUTSIDE) NOR WILL MINORS BE ALLOWED TO CONSUME ALCOHOLIC BEVERAGES ON THE PREMISES (INSIDE OR OUTSIDE).**
10. The Renter is responsible for maintaining law and order both within and outside the building at all times.
11. The Renter agrees to hold harmless the Owner and its agents from and against any and all claims, suits, actions, damages and / or causes of action arising during the term of this Agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises and from and against all cost, expenses and liability incurred in and about any such claims the investigation therefore or the defense of any action or process brought thereon and from and against any order and/or judgments that may be entered therein.

Agreed to and accepted this the _____ day of _____, 20____.

By (Renter): _____ Address: _____

City/State/Zip: _____

Phone: Days: _____ Nights: _____ E-mail: _____

VILLAGE OF HATCH (OWNER)

(RENTER)

By: _____
(575) 267-5216

By: _____

NOTE: ALL USERS HOLDING A PUBLIC ACTIVITY WILL BE REQUIRED TO FURNISH A COPY OF AN INSURANCE BINDER NAMING THE VILLAGE OF HATCH AS AN ADDITIONAL NAMED INSURED FOR THE DURATION OF THE PUBLIC ACTIVITY

(NOTE: Any disagreement with the decision of the Community Center Coordinator concerning the return of the damage deposit will be brought to the Village of Hatch Board of Trustees for resolution and no refund will be made until they have resolved the matter. Failure to take care of the facility may result in denial of use in the future.)