



**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 \_\_\_\_\_, 2023 between the Village of Hatch, New Mexico, hereinafter called "OWNER" and \_\_\_\_\_ hereinafter "RENTER".  
 (Please Print)

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	\$50.00	\$100.00
One Small Room & Kitchen	Rental Rate	\$80.00	\$150.00
Two Small Rooms	Rental Rate	\$80.00	\$150.00
Two Small Rooms & Kitchen	Rental Rate	\$120.00	\$250.00
Great Room	Rental Rate	\$100.00	\$200.00
Great Room & Kitchen	Rental Rate	\$180.00	\$350.00
All Rooms & Kitchen	Rental Rate	\$300.00	\$600.00
Kitchen Only	Rental Rate	\$50.00	\$100.00
TOTAL RENTAL CHARGES:			
DAMAGE DEPOSIT:			\$200.00
CLEANING FEE:			\$50.00
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 \_\_\_\_\_, 2023 \_\_\_\_.

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.)

