



**City of Truth or Consequences**  
**Ralph Edwards Civic Center Rental Agreement**  
**400 W. 4<sup>TH</sup> Avenue, Truth or Consequences, NM 87901**

For booking information, please contact the City Clerk's Office at (575) 894-6673  
or by email at: [torcclerk@torcnm.org](mailto:torcclerk@torcnm.org)

**Date & Time of Event(s):**

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. /p.m. To \_\_\_\_\_ a.m. /p.m.

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. /p.m. To \_\_\_\_\_ a.m. /p.m.

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. /p.m. To \_\_\_\_\_ a.m. /p.m.

This includes set up and tear down time. Set up and tear down will be the responsibility of the renter.

**Please choose which area you would like to rent:**

Auditorium: \_\_\_\_\_ Red Room: \_\_\_\_\_ Green Room: \_\_\_\_\_

Sound System: YES: \_\_\_\_\_ NO: \_\_\_\_\_ Projector & Screen: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Will alcohol will be served at event: YES: \_\_\_\_\_ NO: \_\_\_\_\_

**Please choose one of the following:**

1-4 Hours Private Party No Kitchen: \_\_\_\_\_

4-8 Hours Private Party No Kitchen: \_\_\_\_\_

Over 8 Hours Private Party No Kitchen: \_\_\_\_\_

Private Party with Kitchen (all times): \_\_\_\_\_

Description of event: \_\_\_\_\_

Name of Organization or Responsible Party: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Mailing Address:

Street/PO Box

City

State/Zip

# CIVIC CENTER RATES

**Facility Use:**

**Rates:**

1-4 Hours Private Party No Kitchen	\$75.00
4-8 Hours Private Party No Kitchen	\$100.00
Over 8 Hours Private Party No Kitchen	\$200.00
Private Party with Kitchen (all times)	\$300.00
Meeting Room Rentals (Red Room & Green Room)	\$30.00/hour

The following are the deposit fees created for the use of the Civic Center:

Security Deposit (All times w/o alcohol)	\$250.00
Security Deposit when alcohol is being served	\$400.00
Sound System Deposit	\$50.00

No alcoholic beverages are permitted in the venue unless served by a vendor with a "picnic license".

The security deposit will be deposited in a city account, and will be refunded after the event, if the venue has not been damaged, and has been cleaned to the satisfaction of the city. If the amount of deposit is greater than the cost of cleaning or damage, the difference will be refunded. If the cost of cleaning or damage is greater than the amount of deposit, the renter will be charged accordingly.

Security Deposit Total: \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Rental Fee Total: \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

***For Use by City Staff Only:***

Deposit on File: YES \_\_\_\_\_ NO \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

Receipt Number of Deposit on File: \_\_\_\_\_

**RENTAL CRITERIA:**

- The rental agreement must be submitted to the City Clerk's Office at the time of scheduling.
- To reserve the event, the amount of security deposit is due at the time the rental agreement is issued.
- All rental fees must be paid in full no later than 48 hours prior to the event.
- We need at least a 48 hour notice prior to any scheduled event.
- Cancellations must be made within 48 hours of event, or the security deposit will be imposed.
- If alcohol is served without meeting the requirements of being served by a vendor with a "picnic license", the city has the right to terminate the event and contact the appropriate authorities. Additionally, if these requirements are not met, this may result in fines imposed by the state and will result in the cancellation of the event.
- TULIP Insurance may be required for scheduled events.
- The client agrees to Hold Harmless the City of Truth or Consequences for any and all damages, including theft and disappearance of any and all equipment (owned or leased) by the Client. The City of Truth or Consequences does not assume any responsibility for damages or loss of any personal property left in the venue, parking or public areas.
- It should be noted that the Civic Center is utilized for senior activities Monday-Friday, 7:00 a.m. to 3:00 p.m. (except on major holidays).
- All senior activities during the designated time frame are free of charge. However, a rental agreement is required for each senior activity event.
- Paid events may be scheduled within the designated time frame of senior activities. If a paid event is scheduled within the designated time frame, proper notice will be posted on the Civic Center bulletin board.

**Note:** The City Manager may impose other use regulations as he/she may deem necessary, as long as those regulations do not subvert the intent of this policy.

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**City Code Section 8-118 Selling or Drinking of Alcohol in Public Places.**

*It is unlawful to sell, serve, furnish, or permit the drinking or consumption of alcoholic beverages, as defined in NMSA 1978, § 60-3A-1 et seq., or to drink any alcoholic beverage in any public place or private club, or key club, whether operated for profit or not, except establishments having a license to dispense such beverages by the owner, operator, lessee, or proprietor thereof. No alcohol Beverages are permitted in the Facility unless served by a vendor with a "special dispenser's license." I acknowledge the City's Code for Selling or Drinking of Alcohol in Public Places.*

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I have read and understand all of the terms and conditions in this rental agreement and will abide by them. I further understand that events scheduled in the Civic Center become public information, and will be posted on the Civic Center calendar.

**Responsible Party signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Use by City Staff Only:**

**City Clerk Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Refund:** \_\_\_\_\_ **Amount of Refund:** \_\_\_\_\_