



## RENTAL INFORMATION

Thank you for inquiring about the use of the City of Albuquerque's Blacksmith Shop at The Yards. The venue is full of history offering an exclusive event space. Rent The Yards to make your event a truly unique experience.

### Use of the Facilities

**Reservations and Deposits:** Spaces may be scheduled up to six months prior to any event date. Reservations are accepted on a first come, first serve basis. A verbal request will hold an available date on the calendar for up to seven business days. A reservation will be confirmed when the Rental Application is complete and the deposit is paid. The deposit will be refunded after the event providing the event has complied with The Yards rules and there is no damage to the facility.

**Hours:** Each event will be approved for specific hours. It is the responsibility of the Renter to cooperate with City staff and security in maintaining this schedule. The Blacksmith Shop is available between the hours of 8 a.m. and 12 a.m. Note: Noise Permits allow amplified sound until 10 p.m. Times include set-up and clean-up.

**Insurance:** The Renter must provide and maintain commercial general liability insurance for the event in the minimum amount of one million dollars (\$1,000,000). The City of Albuquerque must be named an Additional Insured.

**Personnel:** The Renter provides all staff for the event; this includes all set-up, tear-down, and clean-up. The City does not provide any event staff.

**Security:** The City will only provide security guards at event during the hours the event is scheduled to secure the property. Renter is responsible for security for alcohol service at events as required by law.

**Equipment:** It is the responsibility of the renter to supply all necessary equipment for the event, to include; set-up, tear-down and clean-up, and also to secure the equipment from theft, damage, and weather.

**Rental Fees:** Renters are required to pay a rental fee for using facility. Additional charges will be assessed resulting from extended use, damage or abuse. The Renter accepts full responsibility for such additional obligations and will provide payment accordingly. Balance is due no later than 30 days before event. Written notification is required 60 days prior to scheduled event for any cancellations to receive a full refund of the deposit. Less than 60 days notice will receive a 50% refund of the deposit.

### Deposit

\$1,000 refundable deposit

### Venue Rental

\$1,000 for 500+ guests

\$500 for fewer than 500 guests

**Additional Costs:** An event Fire Permit and Fire Inspection are required for every event. Weekend events can incur an inspection overtime cost. Custom layouts will require an additional cost. Professional rental companies will work directly with the Fire Marshal Office and charge accordingly.

### **Guidelines for Events**

1. There is no potable water available at The Yards.
2. Restrooms are included with the rentals with male, female, and ADA accessible facilities.
3. There are ten 20 amp separate circuits and five 50 amp connections in The Blacksmith Shop.
4. The potential occupancy of the Blacksmith Shop is 999 occupants depending upon the floor plan setup and approvals by the Fire Marshal and Chief Building Official you will be required to monitor the capacity. This includes all staff, vendors, and performers inside the space.
5. No heating or cooling systems are provided on the site.
6. The City is not responsible for loud train whistles or passing of trains during events.
7. Parking at un-designated sites or off-site the City is not responsible for damages.
8. The rental space is strictly limited to the Blacksmith Shop and the parking lot directly north. You must secure other parking if this is not sufficient. Any member/or attendee of event discovered in a restricted area will result in immediate cancellation of event, and forfeiture of Damage Deposit.
9. The City does not provide any sound or lighting equipment for your event.
10. All doors must be locked open during events.
11. It is the Renter's responsibility to supervise the conduct of all performers, staff, volunteers, vendors, and event guests when they are at The Yards.
12. No riding bicycles or skateboards; no hot air balloons; no onsite body piercing or tattoos.
13. No alcoholic beverages unless alcohol service permits are obtained.
14. No weapons, drug paraphernalia or illegal items.
15. No event equipment may be left beyond the term of the Facility Rental Agreement. Fees apply.
16. The Renter or authorized representative must be on-site at all times during the rental period.
17. The Renter assumes all responsibility for any personal property it brings to The Yards. The Renter agrees to hold the City harmless in the event of any damage or theft of any personal property.
18. The City strongly recommends that the Renter hire professional security for the duration of the entire event, including set up, overnights between events and until all property is removed after the event.

## THE YARDS RENTAL APPLICATION

Thank you for your interest in The Yards! Please complete the application for your event.  
A City representative will be in touch with details on approval.

This application for renting The Yards should be filled out completely and returned in order to reserve the requested date(s). The Yards Management will be in touch with availability and approvals. Any incomplete or incorrect information may delay confirmation of dates requested. Please print legibly. The City may deny a Rental Application for The Yards if the City determines that the proposed use is not in the best interest of the City.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

This event is Public \_\_\_\_\_ Private \_\_\_\_\_ Approximate number of persons expected to attend: \_\_\_\_\_

Provide an event timeline, with all scheduled event starting times and dates.  
Please specifically itemize all set-up, clean-up, and tear-down dates with starting **and** ending times each day.  
Your event may utilize the The Yards **only** during dates or times you list below. Please plan accordingly.

Set-up dates & times: \_\_\_\_\_

Event dates & times: \_\_\_\_\_

Tear-down dates & times: \_\_\_\_\_

I have read the above rules, procedures, and responsibilities and I agree to abide by them.

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

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_