



OLD TOWN GAZEBO Rental Agreement and Policies

Thank you for choosing the Old Town Gazebo for your special event!

Use of the Facilities

Please review the following policies regarding the rental of the Gazebo.

A. Rental Policies

1. **Hours:** Each event will be approved for specific hours. All rentals will be a maximum of three hours. Times include set-up and clean-up. Due to our seasonal events, rental times and days may vary. Check availability with a City representative before the application is submitted.
2. **Reservations:** Reservations are on a first come, first serve basis. Once the signed Rental Agreement and signed Rental Application are submitted and approved and the rental fee is paid, the event will be confirmed. All reservations must be made a minimum of 30 days in advance from event date.
3. **Rental Fee:** Renters are required to pay a rental fee.
 - **Venue Rental Amount: \$300 for up to three hours.**
4. **Payment:** Checks can be made payable to the City of Albuquerque. Checks can be mailed or delivered to:
Cultural Services Department
400 Marquette Ave NW 6th Floor/Rm#605
Albuquerque, NM 87103
5. **Alcohol:** Alcohol is prohibited on the Plaza.
6. **Power:** Electricity on the Gazebo is available upon request.
7. **Parking:** There is one parking space available for the time of the rental if requested. Request must be made at least ten days prior to event.
8. **Civil Rights:** It is City policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap. Renter further agrees to comply with provisions of the New Mexico Human Rights Act, NMSA §§ 28-1-1 et seq.
9. **Liability:** By signing this Agreement, the renter agrees to indemnify and hold harmless the City of Albuquerque and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of use of the Gazebo.



Guidelines for Events in the Gazebo

1. All sound levels must be at a lower level to be respectful of the Old Town shops and San Felipe De Neri Church.
2. Food and non-alcoholic drinks are allowed. Smoking is prohibited in the Plaza.
3. Fake rose petals, rice, candles, confetti, glitter and bird seed are not permitted in the Gazebo area for any purpose. Real flower petals are allowed.
4. Respectful decorations are allowed on the Gazebo. The use of tape is prohibited on the Gazebo.
5. No weapons, drug paraphernalia or illegal items.
6. Renters are responsible for clean-up. This includes taking down all decorations and picking up trash. There are a limited number of trash cans in the park available for your use.
7. Railing cannot be removed from the Gazebo.
8. Keep in mind the Plaza is a public park. All park rules must be followed, which includes the park cannot be gated (rules are posted in the park).

Gazebo Rental Agreement

Renter's Name: _____ **Event Date:** _____

It is hereby agreed between The City of Albuquerque and _____
(Renter) that the City will make space available to the Renter on the date and time and under the conditions agreed upon. It is understood that the Policies and Guidelines are considered a part of this Agreement and both the City and the Renter agree to follow said guidelines in relations to the event contemplated by this Agreement. The Renter accepts responsibility for careful and conscientious use of facilities and equipment.

By signing, the Rental Agreement is accepted and agreed upon.

Signature: _____ **Date:** _____