CITY OF RATON - CONVENTION CENTER USE AGREEMENT

This agreement is made by and between the **CITY OF RATON**, a New Mexico Corporation, owner of the Raton Convention Center (hereinafter, **"City"**) and, _____ whose representative is _____, and whose address/telephone number is _____ (hereinafter, **"User"**).

LICENSE FOR USE: The City herewith agrees to allow the User to use the Raton Convention Center upon the dates and during the times hereinafter stated, subject to the terms and conditions stated in this agreement.

Proposed Use: _____

Scheduled Use Dates & Time(s): _____

USE/RENTAL FEES: **(Due no later than 15 days prior to event. Reservation fee due at time of booking and is non-refundable.**

Meeting Rm (reservation fee $50)		$ 50.00 ☐	Gym (reservation fee $200)		$400.00 ☐
Dining Rm (reservation fee $85)		$ 85.00 ☐	Alcohol		$250.00 ☐
Kitchen		$ 75.00 ☐	Licensed Vendor_____		
Table/Chair Setup:	paid event	$25 ☐	Dispenser Permit Approved _____		
	free event	$50 ☐			
Security:	$_____ ☐		#_____ officers @ $40.00 each x _____ hours		
Miscellaneous Fees:	$_____ ☐				

Equipment Rental_____ $_____
Other _____ $_____

**The City of Raton reserves the right to charge an additional $100.00 per day for additional usage of the building for set-up or disassembl*

Discount : $(_____)

City Employee (10%) ☐ Non-Profit (20%) ☐

School Event (No Chg) ☐ Other ☐

TOTAL USE/RENTAL FEES DUE $_____

DAMAGE DEPOSIT: **(Due no later than 30 days prior to event. Refundable with approval by Convention Center Director)**

Meeting Room	$100.00 ☐	Kitchen	$250.00 ☐
Dining Room	$100.00 ☐	Gym	$400.00 ☐

TOTAL DEPOSIT DUE $ _____

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the day and year indicated below:

USER: _____ **DATE:** _____

_____

CITY: **BY:** _____ **DATE:** _____

ITS: _____

PAYMENT HISTORY (For Office Use Only)

Reservation/Rental Fee $	Date	Other Payments $	Date
Damage Deposit $	Date	Other Payments $	Date

White – City Yellow – Convention Center Pink - User