

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 telephone number/address 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: _____

DATES AND TIMES OF USE:

The City and User agree that the User may use the Raton Convention Center the following dates and the following times:

Scheduled Use Dates and Time(s): _____

USE / RENTAL FEES - Due no later than 15 days prior to event. Reservation fee due at time of booking.

Gym	\$ _____	Dining Room	\$ _____
Meeting Room	\$ _____	Kitchen	\$ _____
Security	_____ officers @ \$25.00 each x _____ hours=		\$ _____
Alcohol	_____ No _____ Yes - \$250.00		\$ _____
Name of Licensed Vendor _____			
Table/Chair Set-up	_____ Paid Event (\$25) _____ Free Event (\$50)		\$ _____
Equipment Rental - Item Rented	_____		\$ _____
Miscellaneous Fees - Description	_____		\$ _____
Discount	_____ City Employee (10%) _____ Non-Profit (20%) _____ School Event _____ 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 disassembly.

TOTAL USE / RENTAL FEES \$ _____

Refundable Damage Deposit upon Convention Center Director approval (Due no later than 30 days prior to event). \$ _____

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

USER

DATE: _____

CITY OF RATON

BY: _____ DATE: _____

ITS: _____