



Guadalupe Mercado – MultiPurpose Room Agreement

- For use of MultiPurpose Room only-

Applicant: _____ Address: _____
Contact Phone: _____ Email: _____
Purpose of Event: _____ Event Hours: _____ to _____
Event Date: _____ Set-up time: _____
Number of Attendees (Not to exceed 95): _____ Clean-up time: _____

In consideration for the use of the Mercado MultiPurpose Room, the undersigned agrees to the following Terms, Conditions, and Fees. Please initial each line to indicate your agreement.

1. _____ Be responsible for cleaning and repair of any damage that may occur as a result of the use of the facility and provide a **\$150.00 security deposit** to guarantee clean up and repair. If the premises are left clean with no damage to room and/or furnishings and no additional clean up or repair is required, the deposit will be refunded within 14 days after the event. Clean up includes removing garbage. *Place tied garbage bags outside the entrance to the MultiPurpose Room.*
2. _____ Pay the non-refundable \$25.00 application processing fee and \$150.00 security deposit when making a reservation. Two hour set up time and one hour cleanup time is offered at no additional cost.
3. _____ Agree to be responsible for the replacement cost of any missing and /or damaged tables, chairs, fixtures and furnishings. Replacement costs: \$25.00 per chair; \$50.00 per table; fixtures and furnishings are to be determined.
4. _____ Pay the applicable hourly fee (two hour minimum) for the use of the MultiPurpose Room.
5. _____ Event ends at 9:00 p.m.; Monday through Thursday, ends at 10:00 p.m.; Friday through Sunday.
6. _____ Maintain reasonable volumes of music and sound.
7. _____ Return the MultiPurpose Room to the same condition as found and keep the restroom clean.
8. _____ Prohibited items:
 - Illegal substances
 - Heavy Kitchen Equipment (grill, fryer)
 - Individual Glass Bottles
 - Weapons, firearms, knives, bats, etc.
 - Tobacco use and smoking inside facility
 - Fireworks/explosives

Multipurpose Room Rental Fees:

Day of Week:	Hourly Rates:			
	Resident	Non-Resident	Non-Profit	Commercial
Weekday: M,T,W,Th	\$20.00	\$30.00	\$20.00	\$40.00
Weekend: F, Sat, Sun	\$30.00	\$40.00	\$30.00	\$50.00

RESERVATION FEES:

1. Reservation fees (non-refundable): \$ 25.00
2. Facility Security Deposit (refundable, with conditions) \$ 150.00
3. Hourly Rental fee: \$_____ per hour x _____ # of hours \$
4. Town Alcohol Use Permit \$50 (Non-Refundable)* \$ 50.00
5. Late Fee \$50 (Non-Refundable If Balance Not Paid Within 30 Days Of Event) \$
6. Public Safety Personnel: Hourly Rental Rate: \$ 70.00 x _____ # Of Hours = \$

TOTAL: \$ _____

Requested / Reserved Tables and Chairs

• Number of chairs: _____

• Number of tables: _____

Payment and Cancellations:

*Alcohol use permit is required for events where alcohol will be served.

Applicant must pay all applicable fees in full for the use of the Multipurpose Room, as identified in this application, **one month** prior to the date of the event, otherwise a late fee of \$50.00 will be assessed. **BALANCE DUE DATE:** _____

CANCELLATION FEES: Event cancellations made within 90 days of the event - no refund of \$150.00 security deposit.

Applicant Initials



MERCADO MULTIPURPOSE ROOM EVENT ALCOHOL USE PERMIT

An Alcohol Use Permit is required to serve alcohol at an event.

To serve spirituous liquor as described hereafter at your event, you must obtain and agree to this Alcohol Use Permit and agree to hire off-duty MCSO deputies and additional security personnel. The applicant on the permit shall be the responsible party and must be present at the event during the entire time spirituous liquor is present.

1. Responsible Party must retain Alcohol Use Permit and make it available upon request for the duration of the event.
2. Alcohol Use Permit is non-transferable and the Alcohol Use Permit fee is non-refundable.
3. Alcohol Use Permit is valid for the date listed below, restricted to the Mercado Patio and/or the multi-purpose room locations, and number of attendees as indicated in the application and rental agreement.
4. Inappropriate behavior or excessive noise will not be permitted.
5. The sale of alcoholic beverages is strictly prohibited unless a State of Arizona special event liquor license and insurance are obtained.
6. Alcohol Use Permit holder will be responsible for ensuring all members of his/her party are of legal age to drink alcoholic beverages, according to Arizona State Law.
7. Glass bottles are permitted behind the bar only. No individual glass bottles are allowed. Individual drinks must be served in plastic ware.
8. Any person under 21 years of age is not permitted to consume alcohol, per State law.
9. Alcoholic beverages are not permitted in parking lots and/or adjacent public property.

PRIVATE EVENT ALCOHOL USE PERMIT – RESPONSIBLE PARTY ACCEPTANCE:

As the responsible party, I certify that the information set forth within this application is complete, true and correct to the best of my knowledge and belief, and that I will comply with alcohol use permit terms and conditions.

Responsible Party Name: _____ **Signature:** _____ **Date:** _____

PRIVATE EVENT ALCOHOL USE PERMIT - TOWN AUTHORIZATION and APPROVAL:

Upon Town of Guadalupe authorization and approval of the alcohol permit, the Town of Guadalupe reserves the right to revoke the permit if deemed in the best interest of the Town of Guadalupe.

Town Authorization /Approval: _____ **Title:** _____ **Date:** _____

ALCOHOL USE PERMIT – VALID FOR: _____

Guadalupe Mercado MultiPurpose Room Rental Agreement Approval

HOLD HARMLESS, ACKNOWLEDMENT and SIGNATURE

I/We, through signing of this Rental Agreement, indemnify, hold harmless and defend the Town of Guadalupe and its agents and employees from all suits and actions, including reasonable attorney's fees and all costs of litigations and judgment of every name and description against the Town as a result of loss, damage or injury to person or property by reason of any action of any kind and nature resulting from personal injury to any person, including employees of the Applicant or of any subcontractor employed by the Applicant or damages to any property arising or alleged to have arisen out of the negligent performance of the Applicant hereunder, except any such injury or damages arising out of the sole negligence of the Town, its officers, agents or employees.

I, the undersigned, do hereby agree that all information contained in this application and agreement is complete, true and correct and agree to terms, conditions, fees hereby set forth and shall comply with: the Town of Guadalupe Code of Ordinances; all other applicable federal, state, and local laws, ordinances, rules, regulations, policies and procedures, including, but not limited to, all rules, regulations, policies and procedures related to the authorization and regulation of Special Events.

Responsible Party Signature: _____ **Date:** _____

MULTIPURPOSE ROOM RENTAL AGREEMENT - TOWN AUTHORIZATION and APPROVAL:

Upon Town of Guadalupe authorization and approval of the event, the Town of Guadalupe reserves the right to cancel the event if deemed in the best interest of the Town of Guadalupe.

Town Authorization / Approval: _____ **Title:** _____ **Date:** _____

MULTIPURPOSE ROOM RENTAL AGREEMENT – VALID DATE:

DATE: _____ **TIME:** _____