



Park/Pavilion/Stage Rental Agreement

Please take this agreement with you on the day of your event. This will show proof that you have reserved the pavilion and or stage, in case there are people at the pavilion during your reservation time.

LESSEE INFORMATION

Lessee/Contact Name Organization Name

Lessee Address City State Zip

Cell Phone # Home Phone # if other than Cell #

RENTAL DATE _____ **PARK/PAVILION/STAGE** _____

TIME (must include all necessary set up and clean up)

Start time: _____ a.m./p.m. Finish time: _____ a.m./p.m.

NUMBER OF PEOPLE EXPECTED/ANTICIPATED* _____

(**May be subject to Special Event Liability Insurance and a signed Waiver of Liability, Assumption of Risk and Indemnity Agreement**)

EVENT TYPE/PURPOSE/ACTIVITIES

(**May be subject to Special Event Liability Insurance and a signed Waiver of Liability, Assumption of Risk and Indemnity Agreement**)

Special Event Liability Insurance and a signed Wavier of Liability is needed No _____ Yes _____

RENTAL FEE: \$ _____

**All fees must be paid prior to the issuance of a reservation permit. **

Signature: I have read and received a copy of the Rental Information, General Park Rules and the Rental Agreement. I agree to abide by its provisions. As a condition of use lessee agrees to indemnify and hold the City of Aztec, its officers, agents, and employees harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of City of Aztec property and premises by the Lessee, its agents, guests, or invitees.

Lessee Signature Printed Name Date

Signature of City of Aztec Agent Date



Pavilion and/or Stage Rental Information

The City of Aztec has made pavilions at its city parks available to groups, organizations and individuals on a rental basis. To guarantee a pavilion for your special event, a rental agreement must be signed and payment received by the City of Aztec. The parks are well cared for and we ask for your cooperation in keeping them that way by cleaning up after you event.

RESERVATION PROCEDURES

- Facilities are available on a first come first served basis.
- Rental agreements are intended for use of the pavilions/shelters/stage for individual or family events/celebrations. Exclusive use during these events does not extend to other parts of the park or recreational areas and city services (staffing, electric, water, etc...) are not provided.
- Rental requests are received in person at 201 w. Chaco St. Monday through Thursday, from 7:15 a.m. to 5:00 p.m. Call in reservations will not be accepted.
- No permit shall be issued until a complete application has been filed with the Utility Office together with the required fee.
- It is recommended that you survey the park to ensure it has adequate facilities to meet your needs before making your reservation.
- The requested rental time must include set up and clean up time.
- Rental agreement fees must be received at least one (1) business day in advance of the requested rental date. A rental permit shall be issued when all fees are paid.
- Rental Fees will not be refunded due to cancellation or weather conditions. Cancellations can be rescheduled within the same fiscal year (July to June); the fee paid will be applied to the new reservation.
- The City may deny a rental agreement based upon the lessee's past use of City facilities.

RESTRICTIONS

Violation of these restrictions may result in the denial of future lessee's past use of City facilities. For a complete set of Park Rules view Aztec City code, Chapter 22, Public Property, Article V, Use of Parks. Available electronically online at www.aztecnm.gov or a paper copy is available upon request.

- Damage to, or removal, of City property or equipment from the facility is prohibited.
- Alcoholic beverages are prohibited on City property.
- Trash not placed in proper receptacles.
- The event, and all necessary clean up, must conclude at the designated time.
- Misrepresentation by the LESSEE to the intent, type or nature of activity to be held at the facility.

FEES SCHEDULE: (effective 2/23/07)

2 hours or less	\$20.00
More than 2 hours but less than 4 hours	\$30.00
4 hours to All-day	\$40.00

CITY OF AZTEC
General Park Rules

For a complete set of park rules

View **Chapter 22 of the Aztec City Code, Public Property, Article V - Use of Parks & Recreation Areas.**
Available electronically online at www.aztecnm.gov or a paper copy is available upon request.

ALCOHOL/ SMOKING

The bringing in, possession, or drinking of alcoholic beverages at any park or recreation area is prohibited unless a permit is obtained and an applicant produces the proper insurance coverage. Police presence for security is required.

AMPLIFICATION

No amplified music, whether live or recorded, is allowed at any park of recreation area. The City may allow exceptions to this regulation under certain circumstances and through a permit process for a special event.

COMMERCIAL USE OF PUBLIC PROPERTIES

The use of City parks or recreational areas or the use of any facility for commercial purposes is permitted. Vendors must be approved by the City and received an approved permit.

FISHING

New Mexico Game and Fish regulations govern all fishing activities. New Mexico State fishing license is required for each individual. Fishing is permissible at Riverside Park pond, Tiger Park reservoir, and along the shores of the Animas River.

LIABILITY INSURANCE and WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT.

The lessee agrees to conduct all activities lawfully while upon the premises. The renter expressly agrees to indemnify and hold harmless, at all times, the City from liability for damage to or caused by its members, employees, agents representatives, guests, volunteers, vendors, etc. arising out of or connected with the use or occupancy of the designated premises or any part thereof and **will provide proof of said indemnity in the form of a valid and existing policy of insurance, for groups larger than one hundred (100), or for any event in which amusement equipment is used.** Such policy will be in accordance with the New Mexico Tort Claims Act and will be in the amount of one million (1,000,000.00) dollars combined single limit and the renter shall have the City of Aztec named as an additionally insured entity on the policy for the duration of the Event.

The lessee agrees that before any event in which amusement equipment is used such as batting cages, climbing walls, inflatable amusement devices, dunking tanks, animal rides, trampolines etc.; shall be approved by the City of Aztec and renter will provide a copy of insurance liability certificates and its exclusions from insurance policy; a Waiver of Liability, Assumptions of Risk, and Indemnity Agreement signed by an authorized sponsor/participant. Documents must be provided to reservation staff prior to issuance of a permit.

CITY OF AZTEC
General Park Rules- (continued)

GLASS CONTAINERS

The use, possession, bringing in, or carrying of glass bottles, drinking glasses, or other glass containers in City parks or recreational areas is prohibited.

MOTOR VEHICLES

It shall be unlawful to operate a motor vehicle on roads other than those established and/or on parking lots provided for such purpose.

Speed limit at all parks is fifteen (15) miles per hour unless posted differently otherwise.

PARK HOURS

The following neighborhood parks shall be closed from 10:00 pm to 5:00 am: Cap Walls Park, Florence Park.

The following parks and recreational areas shall be closed between the hours of 12:00 am to 5:00 am. This includes all trails and the following parks: Hartman Park, Main Avenue Courtyard, Riverside Park, Tiger Park.

PARKING

Parking is available in designated parking areas only. Vehicles parked in unauthorized areas are subject to towing at the owner's expense.

PROHIBITED ACTIVITIES

- | | | |
|----------------------------------|----------------------------|------------|
| *Alcohol | *Soliciting | *Weapons |
| *Excessive noise | *Camping | *Dumping |
| *Swimming in Ponds | *Glass containers | *Fireworks |
| *Selling goods/services | *Unleashed pets | |
| *Fires except in barbeque grills | *Abandoned vehicles | |
| *Harming wildlife | *Destruction of vegetation | |

The activities listed above does not included every possible activity that is prohibited. All activities must be approved by the City of Aztec before holding such activity.