



## FACILITY EVENT (VENUE) RENTAL AGREEMENT

Order #: \_\_\_\_\_

### 1. THE PARTIES

This Facility Event Rental Agreement (“Agreement”) is made on \_\_\_\_\_ (Date), by and between:

**Renter:**

*Full and accurate contact information is required from the Renter, including name, mailing address, phone number, and email.*

Name: \_\_\_\_\_ (“Renter”)

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Landlord:**

The Leonor, with mailing address 200 South Main Ave, Aztec, New Mexico, 87410 (“Landlord”).

Individually, a “Party” and collectively, the “Parties.”

## 2. VENUE:

The Renter agrees to temporarily lease, occupy, and make use of the Landlord's space located at:

### a) Property Address:

200 South Main Ave, Aztec, New Mexico, 87410

### b) Additional Description:

The Leanor Downstairs Event Space and Meeting Room. This venue is located on the ground floor and includes:

Food Service Counter

- 2 ADA-compliant bathrooms
- Caterer's Kitchen
- Exclusive use of the backyard (non-exclusive if otherwise noted)
- Area spanning approximately 1,400 sq ft

**Note:** Renting the Event Space **does not** include the upstairs apartment and **does not grant exclusive access** to the backyard unless specified.

### c) Use of Venue:

## SET UP AND CLEAN UP TIME

If the Renter requires time for setup or cleanup of the space, this time must be included in the rental agreement and paid for as part of the rental period. Early arrival or staying beyond the agreed-upon time without prior written agreement will be considered overtime and subject to additional charges.

## 3. LEASE PERIOD

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

\_\_\_\_\_

Number of people attending: \_\_\_\_\_

☐ Public ☐ Private

#### 4. RENT

The Renter agrees to pay the Landlord: \$150.00 per hour

Hours	Description	Total
	Deposit Paid	
	<b>Subtotal</b>	
	<b>8.1875% GRT</b>	
	<b>Total</b>	

#### 5. DEPOSIT

A non-refundable deposit of 50% of the total Rent is due upon signing this Agreement (the "Deposit").

#### 6. OCCUPANCY LIMIT

Maximum occupancy is limited to 87 attendees indoors and 35 attendees in the backyard at any given time. **Violation of this limit will result in immediate termination** of this Agreement by the Landlord.

## 7. OVERTIME

Overtime use of the Venue will be charged at \$100.00 per hour. Setup and cleanup must occur within the Lease Period. Plan accordingly.

## 8. AMENITIES

Included in Rent:

- Disability/Wheelchair Access
- Furniture
- Kitchen Facilities (3-bay sink and refrigerator)
- Restrooms
- Other basic amenities as available

## 9. PAYMENT

Deposit (\$) ***due upon signing.***

***Balance (\$)*** due 10 days before the event (e.g., by 11/12/2025 for an 11/22/2025 event).

Overtime fees will be invoiced post-event.

## 10. METHODS OF PAYMENT

Accepted payment methods:

- Cash
- Check
- Credit Card

## 11. LATE FEE

A \$25.00 per day late fee applies for overdue payments.

## 12. CHANGES

Changes or cancellations must be requested at least 10 days before the Lease Period and are subject to a \$100.00 fee.

## 13. CLEANUP RESPONSIBILITIES

There is a dish tub filled with wash rags, a spray bottle of cleaning fluid, and dish soap to use for cleanup. There are two brooms on the side of the refrigerator to sweep the floors. All of these tools are made available to make cleanup easy.

Renter agrees to:

- Wipe down tables and chairs and place chairs face down on tabletops
- Remove all trash from the premises
- Sweep all floors and clean up any food or drink spills
- Make sure there are no food scraps or crumbs on the floor
- Clean bathrooms, including wiping down sinks and toilets and using the provided toilet scrub brushes
- Remove all decoration materials, including string, tape, etc.
- Do not use nails, tacks, or hang banners from vents or ceiling
- Empty the following trash cans:
  - Kitchen (1)
  - Behind food bar (1)
  - Metal can west of bar (1)
  - Metal can near beverage bar (1)
  - Bathrooms (1 each)
  - Back patio (1)

**Do not use the green city trash can in the alley. Remove your own trash.**

- Ensure the remote for the lights/fans and the remote for the TV are placed on the counter before leaving
- Pick up any trash or popped balloons from the backyard and the surrounding sidewalks
- Pick up any popped balloons from the floors inside the building
- Wipe down the 3-bay sinks and empty any food scraps into the garbage. Leave the sinks clean
- Check the couches for personal items and sweep any food or crumbs into a dustbin and place them in the garbage
- Bring the doormat inside the front door

#### **14. GENERAL LIABILITY INSURANCE**

Renter shall obtain \$1,000,000.00 in General Liability Insurance naming the Landlord as an additional insured.

- A Certificate of Insurance must be provided in advance
- Policy must be primary and not cancelable without 5 days' notice
- Failure to comply may result in cancellation with no refund

## **15. DISPUTE RESOLUTION**

Disputes will be resolved through 30 days of good-faith negotiation. If unresolved, both parties agree to mediation and then binding arbitration in San Juan County, NM. Each party bears its own legal fees.

## **16. HOLD HARMLESS**

Renter is liable for any damage or liability resulting from use of the Venue. Landlord may cancel the Agreement:

- a) With 10 days' notice (refund applies if not Renter's fault)
- b) If Renter violates any term (no refund)
- c) Due to events outside control (natural disaster, emergency, etc.). Deposits may be retained but rescheduling offered

## 17. SAFETY AND USAGE RULES

- **NO OPEN FLAMES** allowed inside the building
- Grills are not allowed indoors. Grills may be used only in the alley parking area or backyard with prior written permission from the Venue owner
- **NO PETS** allowed unless with prior written permission
- **Do not use the bar sink for anything except handwashing**  
★ ★ **DO NOT put food or rinse plates in the bar sink.** ★ ★
- Ensure all lights are turned off after the event:
  - Overhead lights (switch on back wall)
  - Bar lights (switch behind bar)
  - Kitchen and bathroom lights
- Ensure all doors are locked:
  - Front door
  - Garage door (slide lock on right side)
  - Exit through back door, lock it, and leave the key in the lockbox on the stairs
  - Close and secure the gate
- Do not climb on the stairs or go upstairs for any reason. This area is not part of the rental agreement
- Unless your party has rented the entire building, the upstairs is reserved for the guest staying in the upstairs apartment. This includes the deck, stairs, and shared access to the backyard

## 18. SEVERABILITY

If any section is found invalid, all others remain enforceable.

## 19. GOVERNING LAW

This Agreement shall be governed by the laws of San Juan County, New Mexico.

## 20. ADDITIONAL TERMS

- Do not use emergency exit unless in an emergency
- Clean up after any pets (if allowed)
- Do not smoke inside; outside only with use and cleaning of ashtray on back patio
- Do not use or turn on espresso machine

## 21. ACCURACY OF INFORMATION

Renter affirms that all provided information is true, complete, and accurate.

- False or incomplete information may result in cancellation of this Agreement with no refund

## **22. ENTIRE AGREEMENT**

This is the entire agreement and supersedes all prior oral or written understandings.

## **SIGNATURES**

**Renter's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Landlord's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** Robin Kelly