



Rental Form & Agreement

Applicant Information

Event Date (s): _____

Additional time needed for Set-Up and Break-down _____

Renter's Name: _____

Organization Name: _____

Organization Type: (circle all that apply)			
Equestrian <input type="checkbox"/>	Rodeo <input type="checkbox"/>	Roping <input type="checkbox"/>	Soccer <input type="checkbox"/>
Field Sport: <input type="checkbox"/>		Other: _____	

Name of Event: _____

Address: _____ Phone: _____

_____ Cell: _____

Email: _____ FAX: _____

Please answer the following questions so that the City of Socorro Rodeo & Sports Complex may better serve your needs during your event:

- How many participants do you expect for the event? _____
- How many people total do you expect to attend the event? _____
- How many animal participants do you anticipate on the facility grounds during event? _____
- Will you need access to the crow's nest? Yes/No
- Will you need access to the secretary's office? Yes/No
- Will your event be open to the public? Yes/No
- Will you be charging any fees associated with your event? Yes/No
If yes, for what? _____
- Will you have non-food vendors at your event? How Many? _____ Size? _____ Yes/No
- Will your event impact traffic? What street (s)? _____ Yes/No
- Will you need electrical connections? If yes, how many? _____ Where? _____ Yes/No
- Do you plan on using shade or tent awnings? Yes/No
If yes, how are they secured? _____ How Many? _____ Size? _____
- Will you be putting up signs or banners? Yes/No
How Many? _____ Size? _____ Where? _____
- Does your event involve taking dogs off leash or a secured line? Yes/No
- Will Overnight Camping or stabling be required? Yes/No
(# of hook-ups available- 50 RV Spaces @ \$30/night- 30or50 amp, Water, Sewer, Wi-Fi;
of stalls available- 98 covered @\$15/night)
- How many times will you need the arena dragged _____?
- Will you be requiring EMS Services? Yes/No
- Will you be requiring/providing Security? Yes/No

Reservation Information

- Reservations can be made by completing this Rental Form and Agreement along with submitting the Damage and Compliance Deposit. Forms can be emailed, mailed, or dropped off in person from 7 a.m. to 3 p.m. weekdays at City of Socorro's Rodeo & Sports Complex, 1 Rodeo Road, Socorro, NM, 87801. Deposit can be paid by check made payable to "City of Socorro".
- 50% of total rental fee due upon the date of reservation with the balance due within (30) days prior to the event date. *Event dates will not be scheduled until Rental Agreement is signed and submitted, and a deposit is made.*
- An additional minimum **Damage and Compliance** deposit of \$500 is required for all groups. This deposit will be returned approximately 15 days after your event if the facility is returned into its original condition, and arrival/departure of park was completed within the hours scheduled. If any rules or regulations are violated, part or all the deposit may be forfeited.
- Any changes made to the rental information, after approval is issued, requires a written request to City of Socorro's staff with a signed approval at least (14) days prior to event date.
- Renter shall submit a list of *ALL* vendors involved or present at the event no later than (7) days prior to event. A vendor constitutes any entity selling or providing goods or services separate from the event. There is a per vendor fee associated with any vendors selling or providing goods or services on the event grounds during event. ***ABSOLUTELY NO ALCOHOL VENDORS.**
- There are set discounts for youth groups or non-profit groups; however, on a case-by-case basis, through a special request to management, City of Socorro staff may reduce fees accordingly.
- **Insurance** – All events are encouraged to provide their own Special Event Insurance coverage. If providing own, City of Socorro requires that renters provide proof of insurance in the amount of \$1,000,000 general liability coverage with a separate endorsement naming "City of Socorro" as additional insured. Submit prior to event.

Applicants Initials _____

Cancellation and Refunds

- Cancellation must be in writing no later than 60 days prior to reserved date.
- The deposit is non-refundable within 60 days of reserved date. However, if applicant chooses to reschedule event for another date the deposit may, at City of Socorro's discretion, be applied to the new date.
- There will be a 10% administration fee of the total rental agreement amount deducted from the deposit for any cancellation of up to 60 days prior to the event.
- City of Socorro reserves the right to cancel any permits or event, or to close the facility to use, if weather or safety conditions make use of facility hazardous to the user, the public or is potentially damaging to facility.

Applicants Initials _____

City of Socorro Rodeo & Soccer Complex Rules and Regulations

- City of Socorro Rodeo & Sports Complex is a multi-use facility which also includes covered and uncovered rodeo arenas, sports fields, RV Park, stalls and a cross country track. Multiple user groups may be using the park and equestrian facility at the same time. Please be courteous to others who may be using the grounds at the same time as your event.
- Renter is responsible for complete cleanup of the facility and *leaving the facility in good condition*.
 - No clean out of horse/livestock trailers in the parking area is allowed. Please dispose of all manure in the appropriate areas provided.
 - Please clean up after your dogs and dispose in the appropriate areas.
 - Please dispose of all used feed or bedding products in appropriate areas.
 - Please dispose of all garbage in the appropriate garbage cans or dumpsters.
- No additional material may be added to the footing of the any of the arena.
- Overnight parking is not allowed at the City of Socorro Rodeo & Sports Complex without specific approval of the General Manager and must be requested at the time of reservation of the facility.
- One day events must move off the facility grounds immediately following your event. No overnight camping or stabling unless otherwise requested, approved and paid for.
- Event apparatuses may be assembled the night prior to event, with approval, provided that they do not interfere with another event/renter.
- Dogs must always be on a leash, unless specific for a dog event, on facility grounds.
- The City of Socorro Rodeo & Sports Complex may be reserved up to a year in advance of the date requested on a first come, first-served basis. City reserves the right to *request* a reserved arena or field and/or date be moved, depending on the event, to accommodate for a larger user group needing a multiple arena/facility rental.
- PA Sound systems including music is allowed as long it does not exceed 60 db averages at the perimeter of the Complex property lines or extend outside the hours of 8 am to 9 pm. Contact City of Socorro offices for more information if you are concerned about this restriction. Absolutely NO explicit language if music is being played.
- Direct cost and refundable damage/compliance fees apply. Direct costs include but are not limited to; dumpsters and/or garbage clean up, portable toilets and park staff time required for any event.
- Personal BBQs are allowed in designated areas only.
- **Sale of food and/or alcohol on the City of Socorro Rodeo & Sports Complex is prohibited.**
- City of Socorro requires that all advertising and flyers regarding events which are held on City property be submitted for approval prior to their release. Please allow up to (15) days for the approval process.
- All attendees at events must comply with the City of Socorro Rodeo & Sports Complex Rules and Regulations and with the directions and instructions given by Complex Staff.
- Failure to comply with, or any violation of rules may result in termination of your event and forfeiture of deposit(s).
- Check-in times for stalls and RV spots are from 7a.m. to 10p.m. during the event. During the work week times will be 7 a.m. to 3 p.m.
- To make reservations call (575) 835-8927 or go online @socorronm.gov

Applicants Initials _____

City of Socorro Rodeo & Sports Complex Fee Schedule

Amenities include rest rooms, water, electricity, PA system, ample trailer parking and secure areas with locking gates. Soccer fields are not to be used for animal activities.

Please select all facilities that will be used for event:

Covered Rodeo Arena*
 Outdoor Arena
 Cross Country Track

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Blue Canyon Trail
 Soccer Fields
 Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Rental Fees*: All fees are a per day use

\$500 per day for Covered Rodeo arena** / *** (Reduced Fee \$100/Day) \$ _____

\$200 per day for Outdoor arena \$ _____

\$300 per day for Convention Center*** \$ _____

\$300 per day for Soccer Fields*** \$ _____

\$500 Damage & Compliance Deposit (mandatory charge)

**May be refundable if facility is returned in same conditions received*

***Must provide your own cleaning committee* \$ _____

**Does not include fees collected for Additional Items; see below, the fees for Complex rental still apply.*

***Includes two arena work-ups; one immediately prior to event and one at renter's request.*

****There is a \$30 per day discount for events renting either the Covered Rodeo Arena, Convention Center or Soccer Fields for more than two (2) consecutive days.*

Additional Items:

\$10 per day for dry camping \$ _____

\$10 Dump Station \$ _____

\$30 per RV hook up \$ _____

\$15 per Covered Stall \$ _____

\$15 per horse for Arena Pens *****may not be available for rent depending on event***** \$ _____

Emergency Medical Services – \$145/First hour or any portion thereof; \$108/2nd hour & any whole hour thereafter; \$27/15min increments after 1st hour \$ _____

Police/Security - \$25/hour/officer \$ _____

\$100 per Vendor Space \$ _____

- includes space for a trailer or 10 x 10 +/- space used for selling or providing products or services for profit unrelated to event. All vendors must obtain prior approval of Event Host and abide by City of Socorro's Rules and Regulations.

\$250 per day for additional Tractor Work \$ _____

\$25 per day for PA System \$ _____

\$50 per night for Covered Arena Lights \$ _____

\$25 Event Attendant per hour \$ _____

\$50 Complex or Maintenance Staff per hour \$ _____

\$ Other: (ex- For Barrel Races with Exhibitions: \$1.00 per exhibition run) \$ _____

5% of gross ticket sales (or a minimum of \$500 whichever is greater) as a Complex Rental Fee \$ _____

- if Complex is used for events charging an admission fee to the event.

*******The City of Socorro reserves the right to negotiate fees on a per event basis*******

Subtotal

\$ _____

Event Total Due

\$ _____

(50% of this Total Due amount is required for a deposit to hold requested date(s).)

Under penalty of perjury, I ("Permittee") declare that I have examined the rules above information and to the best of my knowledge and belief it is true, correct and complete. I understand the rules and regulations pertaining to the use of the City of Socorro Rodeo & Sports Complex; (1) Permittee will be responsible for all injuries caused by such use; (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary; (3) Permittee shall be responsible for reimbursing the City for any loss or damage to the City property caused by such use; (4) In consideration of participation as specified at location shown on the above dates and times, permittee does hereby release and hold harmless City of Socorro and its staff or any City of Socorro representative from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility, by reason of any act or omission by the City of Socorro Rodeo & Sports Complex, or any of its officers, agents or employees or the condition of its property; (5) City of Socorro is not responsible for any loose animal or damage or injury caused by a loose animal; (6) City of Socorro is not responsible for any damage or theft of or stolen property; (7) Alcohol sales will be determined on a per event basis; only alcohol purchased at the Complex may be consumed in designated areas; (8) No firearms*, explosives** or article deemed hazardous because of flammability or deemed hazardous or the like under any applicable environmental law, ordinance or regulation shall be brought into the complex. (Except those carried by law enforcement personnel).

**Except those firearms used for Cowboy Mounted Shooting Events or Contract Acts.*

***Special permissions from the City will be necessary for any Contract Acts, Openings Ceremonies, Clown/Funnyman performances, etc. that have the need for use of fireworks/explosive materials.*

The City of Socorro shall not be responsible for liability incurred as a result of any other party's acts or omissions in connection with the use of the facilities. Any liability incurred by the City of Socorro is subject to the limitations and immunities of the New Mexico Tort Claims Act, Sections 41-4-1, (et seq.), 1978 as amended.

ACCEPTANCE OF TERMS AND CONDITIONS

The City of Socorro reserves the right to cancel any event for Event Coordinators, Staff or Participants failing to comply with these guidelines and terms and conditions. The reservation permit will not be approved until all paperwork and payment have been submitted.

I am authorized to sign on behalf of Permittee, if applicable. I have read (and initialed) and agree to comply with all the above Rules and Regulations for the following event:

Name of Event

Date(s) of Event

_____ on _____
Printed Name of Responsible Person (and Authorizing Entity, if applicable) Date

Signature of Responsible Person

City of Socorro Rodeo & Sports Complex
1 Rodeo Road, Socorro, NM

PO Drawer K, Socorro, NM 87801
575.835.8927 * www.socorronm.gov

