

Facility Rental Agreement

**Energy, Minerals and Natural Resources Department
State Parks Division
1220 S. St. Francis Drive
Santa Fe, NM 87505
Telephone (505) 476-3355**

This Facility Rental Agreement is made and entered into pursuant to 19.5.6.18 NMAC.

Renter name:		
Address:		
City/state/zip code:		
Telephone number (include area code):		
Facsimile number (include area code):		
E-mail address:		
Name of park:		
Facility to be used:		
Date of rental:	Start and end times:	Start:
		End:
Number of people expected to attend:		

Description of the activity to take place at the facility (attach additional sheets if necessary):

Compliance with Laws and Rules

By signing below, Renter acknowledges Renter shall abide by all applicable state and federal statutes and rules or regulations in connection with the rental of the facility and its use.

Commercial Activities Prohibited Under Facility Rental Agreement

Pursuant to 19.5.5 NMAC, Concession Activities, commercial activities are not permitted in any state park without a Concession Contract or Concession Permit. Renters cannot rent a state park facility for financial gain.

Fees

Renter shall submit the applicable facility rental fee and this completed, signed Agreement within 10 days of making the reservation or the reservation will be cancelled.

Rental fees:	Meeting Room (unless otherwise specified within this Agreement) Small meeting room \$100 during Park open hours _____ \$200 after hours _____ \$25 during Park open hours partial day (4 hours) Large meeting room \$200 during Park open hours _____ \$300 after hours _____ \$50 during Park open hours partial day (4 hours)	<input type="checkbox"/> Fees for use are waived pursuant to 19.5.2.32.E NMAC. Waiver approved by Park staff: _____ Print Name
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	<p>Damage/Cleaning Deposit \$50 during Park open hours \$75 during Park after hours</p> <p>Park specific fees for facility use (see Attachment 1, if applicable)</p> <p>Note: May be subject to additional park fees pursuant to 19.5.2 NMAC.</p> <p>Total Fees \$_____</p>	
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Renter's responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Set-up of facilities/equipment shall be started no more than _____ hours prior to the facility's use. Take-down shall be completed no more than _____ hours after the facility's use. <input type="checkbox"/> Complying with the Liquor Control Act, NMSA 1978, Section 60-3A-1 <i>et seq.</i>; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing, if alcohol will be sold or served. Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website: http://www.rld.state.nm.us/alcoholandgaming/default.aspx. <input type="checkbox"/> Obtaining approval of content and placement of signs, buoys, markers, banners, or any other method of posting information within the park from the park superintendent/manager prior to the facility's use. <input type="checkbox"/> Picking up and properly disposing of all litter generated as a result of the facility's use within _____ hours after the activity is finished. <input type="checkbox"/> Providing, at no cost to the park, _____ waste receptacle(s) of the _____ type for the duration of the event, and coordinating the placement, set-up, and take-down of the waste receptacle(s) with the park superintendent/manager prior to the event. <input type="checkbox"/> Park superintendent/manager agrees to use of loudspeakers under the following conditions: _____ _____
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Where applicable, Renter also agrees to abide by the park specific fees/additional terms and conditions as provided in Attachment 1.

The State Parks Division (Division) may revoke a Facility Rental Agreement if the Renter fails to abide by the conditions or restrictions attached to or indicated on the Facility Rental Agreement. The Division may revoke a Facility Rental Agreement if the Renter violates 19.5.2 NMAC. The Division may also revoke this Facility Rental Agreement for violation of any of its terms and conditions

RENTER

Signed: _____ Date: _____

Renter's printed name: _____

Attachment 1

Facility Rental Agreement

**Energy, Minerals and Natural Resources Department
State Parks Division
1220 S. St. Francis Drive
Santa Fe, NM 87505
Telephone (505) 476-3355**

Park-Specific Fees/Additional Terms and Conditions

**Mesilla Valley Bosque
State Park Special Event
Facility**

Facilities include:

- 5,500-square-foot plaza
- Men's, women's, and unisex restrooms

NOTE: There are NO cooking facilities.

Hours of Use and Fees:

**Monday – Thursday 4:30pm – 10pm \$700.00
Friday – Sunday 4:30pm – 10pm \$1000**

Damage/Cleaning Deposit \$350 – Due on day of rental in the form of a check. Park staff and Renter will inspect facilities before and after use.

Per day non-refundable rental fee – Includes day use fees. If Renter cancels the rental, or the Park is closed due to unforeseen circumstances (such as fire danger), Renter may reschedule the use of the facility within one year of the original reservation date. The new reservation may be issued at the discretion of the Superintendent if open dates are available.

Payment of damage/cleaning deposit and non-refundable rental fee – Renter must submit one check for the rental fee and a separate check for the damage/cleaning deposit, both made out to the "EMNRD, State Parks Division". If Renter leaves the facility in satisfactory condition, the Division will return the deposit check to the Renter.

\$15 Special Use Permit fee – Pursuant to 19.5.2.39, .40, or .41 NMAC, the Superintendent may require a Special Use Permit. If so, Renter must pay this fee in addition to the damage/cleaning deposit and rental fee.

Prohibited materials – Use of the items listed below may result in immediate termination of the event and forfeiture of all or part of the damage/cleaning deposit:

- confetti, glitter, piñatas, or rice;
- tacks, nails, or duct tape on vigas, walls, or beams;
- wax candles, luminarias, or farolitos;
- glass containers (also prohibited throughout the Park); and
- live or seeding plants (cut flowers are acceptable).

Guest conduct - Renter shall be responsible for the conduct of all event attendees.

Food and catering – Cooking and food preparation facilities are not available at the Park. Food and catering services are allowed. Cooking and food preparation is prohibited in the Park. Food distribution locations are restricted to areas determined by the Superintendent.

Use of alcohol – Alcohol is allowed for after-hours events only. Renter must make arrangements with the Superintendent in advance of any event where alcohol is available. If alcohol will be sold or served, Renter must comply with

the Liquor Control Act, NMSA 1978, Section 60-3A-1 *et seq.*; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing, Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website: <http://www.rld.state.nm.us/alcoholandgaming/default.aspx>. Alcohol consumption and dispensing are restricted to areas determined by the Superintendent.

Security – Superintendent must check one:

- Security is not required.
- Security is required. Renter is responsible for providing security services that comply with 16.48 NMAC, Private Law Enforcement Practitioners. Contact information for the New Mexico Regulation and Licensing Department, Private Investigations Advisory Board, 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 476-4650; website: http://www.rld.state.nm.us/boards/private_investigations.aspx.

Hours of use – Facility is available from 5 p.m. – 10 p.m. Park quiet hours begin at 10 p.m. Event activities, including loud music, must cease and event clean-up must begin by 9 p.m. All persons must vacate the park by 10 p.m.

Sound systems, bands, D.J.s - Limited amplification of music and sound is allowed. Failure to lower the volume of sound equipment to an acceptable level when requested to do so by a Park employee may result in issuance of a citation or termination of the event.

Tents and rental supplies – Renter shall ensure that all items (except tents) delivered by rental companies and caterers are dropped off and picked up on the same day of the reservation. Drop-off and pick-up of tents is allowed on days other than the day of the rental ONLY if the other Renters who are using the Facility on the same day agree to have the tent on-site. Park staff will assist Renter in making contact with other Renters. Tents may only be set up in areas designated by the Superintendent.

Lighting - Renter must provide Renter's own additional exterior lighting.

Parking – Allowed only in designated areas.

Smoking – Is prohibited in the Facility.

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**Energy, Minerals and Natural Resources Department
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Park-Specific Fees/Additional Terms and Conditions

**Eagle Nest Lake State
Park Special Event
Facility**

Facilities include:

- 791-square-foot meeting room
- 8,500-square-foot patio
- 1,070-square-foot veranda
- Men's and women's restrooms
- One exterior wood burning fireplace
- 13 interior tables
- 30 chairs
- Five exterior tables
- 20 patio chairs

NOTE: There are NO cooking facilities.

Hours of Use and Fees:

All Facilities

Monday – Thursday 8am – 4pm \$700.00

Friday – Sunday 8am – 4pm \$1000

Damage/Cleaning Deposit \$250

Monday – Thursday 4pm – 10pm (October 1- April 30) - \$700

Monday – Thursday 4pm – 10pm (May 1- September 30) - \$1500

Friday – Sunday 4pm – 10pm (year round) -\$1,500

Damage/Cleaning Deposit \$350

Meeting Room Only

Monday – Sunday 8am – 4 pm \$200

Damage/Cleaning Deposit \$50

Monday – Sunday 4pm – 10 pm \$300

Damage/Cleaning Deposit \$75

Monday – Sunday 4 hours or less during open hours \$50

Damage/Cleaning Deposit \$50

Damage/Cleaning Deposit is due on day of rental in the form of a check. Park staff and Renter will inspect facilities before and after use.

Per day non-refundable rental fee - Includes day use fees. If Renter cancels the rental, or the Park is closed due to unforeseen circumstances (such as fire danger), Renter may reschedule the use of the facility within one year of the original reservation date. The new reservation may be issued at the discretion of the Superintendent if open dates are available.

Payment of damage/cleaning deposit and non-refundable rental fee -

Renter must submit one check for the rental fee and a separate check for the damage/cleaning deposit, both made out to the "EMNRD, State Parks Division". Park staff and Renter will inspect facilities before and after use. If Renter leaves the VC in satisfactory condition, the Division will return the deposit check to the Renter.

\$15 Special Use Permit fee – Pursuant to 19.5.2.39, .40, or .41 NMAC, the Superintendent may require a Special Use Permit. If so, Renter must pay this fee in addition to the damage/cleaning deposit and rental fee.

Prohibited materials – Use of the items listed below may result in immediate termination of the event and forfeiture of all or part of the damage/cleaning deposit:

- confetti, glitter, piñatas, or rice;
- tacks, nails, or duct tape on vigas, walls, or beams;
- wax candles, luminarias, or farolitos;
- glass containers (also prohibited throughout the Park); and
- live or seeding plants (cut flowers are acceptable).

Guest conduct - Renter shall be responsible for the conduct of all event attendees.

Food and catering – Cooking and food preparation facilities are not available at the Park. Food and catering services are allowed. Cooking and food preparation is prohibited in the Park. Food distribution locations are restricted to areas determined by the Superintendent.

Use of alcohol – Alcohol is allowed for after-hours events only. Renter must make arrangements with the Superintendent in advance of any event where alcohol is available. If alcohol will be sold or served, Renter must comply with the Liquor Control Act, NMSA 1978, Section 60-3A-1 *et seq.*; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing, Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website: <http://www.rld.state.nm.us/alcoholandgaming/default.aspx>. Alcohol consumption and dispensing are restricted to areas determined by the Superintendent.

Security – Superintendent must check one:

- Security is not required.
- Security is required. Renter is responsible for providing security services that comply with 16.48 NMAC, Private Law Enforcement Practitioners. Contact information for the New Mexico Regulation and Licensing Department, Private Investigations Advisory Board, 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 476-4650; website: http://www.rld.state.nm.us/boards/private_investigations.aspx.

Hours of use – 8 a.m. to 9 p.m. Park quiet hours begin at 10 p.m. Event activities, including loud music, must cease and event clean-up must begin by 10 p.m. All persons must vacate the Visitor Center by 11 p.m.

Sound systems, bands, D.J.s - Limited amplification of music and sound is allowed. Failure to lower the volume of sound equipment to an acceptable level when requested to do so by a Park employee may result in issuance of a citation or termination of the event.

Tents and rental supplies – Renter shall ensure that all items (except tents) delivered by rental companies and caterers are dropped off and picked up on the same day of the reservation. Drop-off and pick-up of tents is allowed on days other than the day of the rental ONLY if the other Renters who are using the VC on the same day agree to have the tent on-site. Park staff will assist Renter in making contact with other Renters. Tents may only be set up in areas designated by the Superintendent.

Tables - Renter shall provide and use table cloths for all Park tables used.

	<p>Lighting - Renter must provide own additional exterior lighting.</p> <p>Parking – Allowed only in designated areas.</p> <p>Smoking – Is prohibited in the Visitor Center.</p>
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Attachment 1

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**Energy, Minerals and Natural Resources Department
State Parks Division
1220 S. St. Francis Drive
Santa Fe, NM 87505
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Park-Specific Fees/Additional Terms and Conditions

**Bottomless Lakes State
Park Pavilion, Lea Lake
Recreation Area**

Facilities include:

- 2,000-square-foot Pavilion
- 12 picnic tables –
- Men’s and women’s restrooms available seasonally

NOTE: There are NO cooking facilities.

Hours of Use and Fees:

Monday – Thursday 9 am to 8 pm \$700

Damage/Cleaning Deposit \$250

Friday – Sunday 9 am – 8pm \$1500

Damage/Cleaning Deposit \$350

Damage/Cleaning Deposit is due on day of rental in the form of a check. Park staff and Renter will inspect facilities before and after use.

Per day non-refundable rental fee – Includes day use fees. If Renter cancels the rental, or the Park is closed due to unforeseen circumstances (such as fire danger), Renter may reschedule the use of the facility within one year of the original reservation date. The new reservation may be issued at the discretion of the Superintendent if open dates are available.

Payment of damage/cleaning deposit and non-refundable rental fee - Renter must submit one check for the rental fee and a separate check for the damage/cleaning deposit, both made out to the “EMNRD, State Parks Division”. Park staff and Renter will inspect facilities before and after use. If Renter leaves the Pavilion in satisfactory condition, the Division will return the deposit check to the Renter.

\$15 Special Use Permit fee – Pursuant to 19.5.2.39, .40, or .41 NMAC, the Superintendent may require a Special Use Permit. If so, Renter must pay this fee in addition to the damage/cleaning deposit and rental fee.

Prohibited materials – Use of the items listed below may result in immediate termination of the event and forfeiture of all or part of the damage/cleaning deposit:

- confetti, glitter, piñatas, or rice;
- tacks, nails, or duct tape on vigas, walls, or beams;
- wax candles, luminarias, or farolitos;
- glass containers (also prohibited throughout the Park); and
- live or seeding plants (cut flowers are acceptable).

Guest conduct - Renter shall be responsible for the conduct of all event attendees.

Food and catering – Cooking and food preparation facilities are not provided by the Park. Food and catering services are allowed. Cooking and food

preparation is prohibited in the Park. Food distribution locations are restricted to areas determined by the Superintendent.

Use of alcohol – Alcohol use is prohibited at the Lea Lake Recreation Area, which includes the Pavilion.

Security – Superintendent must check one:

- Security is not required.
- Security is required. Renter is responsible for providing security services that comply with 16.48 NMAC, Private Law Enforcement Practitioners. Contact information for the New Mexico Regulation and Licensing Department, Private Investigations Advisory Board, 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 476-4650; website: http://www.rld.state.nm.us/boards/private_investigations.aspx.

Hours of use – Pavilion is only available for rent between October 1st and April 30th of each year, 9 a.m. to 8 p.m. Day use hours end at 9 p.m. Use of the Pavilion, including loud music, must cease and clean-up must begin by 8 p.m. All persons must vacate the Pavilion and day use area by 9 p.m. The Pavilion will not be available for rent between May 1st and September 30th.

Sound systems, bands, D.J.s - Limited amplification of music and sound is allowed. Failure to lower the volume of sound equipment to an acceptable level when requested to do so by a Park employee may result in issuance of a citation or termination of the event.

Tents and rental supplies – Renter shall ensure that all items (except tents) delivered by rental companies and caterers are dropped off and picked up on the same day of the reservation. Drop-off and pick-up of tents is allowed on days other than the day of the rental ONLY if the other Renters who are using the Pavilion on the same day agree to have the tent on-site. Park staff will assist Renter in making contact with other Renters. Tents may only be set up in areas designated by the Superintendent.

Lighting - Renter must provide own additional exterior lighting.

Parking – Allowed only in designated areas.

Smoking – Is prohibited in the Pavilion.

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Park-Specific Fees/Park-Specific Additional Terms and Conditions

**Rio Grande Nature Center
State Park**

Facilities include:

- 2,351-square-foot main hall (converts to as many as three 769-square-foot-classrooms);
- Men’s, women’s, and unisex restrooms
- 46 tables
- 150 chairs
- No wi-fi internet service available

NOTE: There are NO cooking facilities.

Hours and Use Fees:

Meeting Room Only

Monday – Sunday 8am to 5pm \$100

Damage/Cleaning Deposit \$50

Monday - Sunday 5pm – 10pm \$200

Damage/Cleaning Deposit \$75

Entire Education Building

Any events held in the Education Building must support the overall mission of the Park, “To preserve and protect the Rio Grande Bosque, educate the public about the Rio Grande ecosystems, and to foster positive human interactions with those ecosystems,” in order to ensure its use for the purpose for which it was intended, NMAC Rule 19.5.2.40 D. The restriction of activities in the Education Building are posted in compliance with NMAC 19.5.2.9

Monday – Sunday 8am to 5pm \$200

Damage/Cleaning Deposit \$250

Monday - Sunday 5pm – 10pm \$300

Damage/Cleaning Deposit \$350

Damage/Cleaning Deposit is due on day of rental in the form of a check. Park staff and Renter will inspect facilities before and after use.

Per day non-refundable rental fee – Does not include day use fees. If Renter cancels the rental, or the Park is closed due to unforeseen circumstances (such as fire danger), Renter may reschedule the use of the facility within one year of the original reservation date. The new reservation may be issued at the discretion of the Superintendent if open dates are available.

Payment of damage/cleaning deposit and non-refundable rental fee - Renter must submit one check for the rental fee and a separate check for the damage/cleaning deposit, both made out to the “EMNRD, State Parks Division”. Park staff and Renter will inspect facilities before and after use. If Renter leaves the Pavilion in satisfactory condition, the Division will return the deposit check to the Renter.

Hours of use – Rental facilities are available from 8 a.m. – 10 p.m. Events during park open hours must cease by 4:30 p.m. and all participants must vacate the premises by 5 p.m. After-hours events must cease by 9 p.m. and all participants must vacate the premises by 10 p.m.

\$15 Special Use Permit fee – Pursuant to 19.5.2.39, .40, or .41 NMAC, the Superintendent may require a Special Use Permit. If so, Renter must pay this fee.

Prohibited materials – Use of the items listed below may result in immediate termination of the event:

- confetti, glitter, piñatas, balloons or rice;
- tacks, nails, or duct tape on vigas, walls, or beams;
- wax candles, luminarias, or farolitos;
- glass containers (also prohibited throughout the Park); and
- live or seeding plants (cut flowers are acceptable).

Guest conduct - Renter shall be responsible for the conduct of all event attendees.

Food and catering – Cooking and food preparation facilities are not available at the Park. Box-style lunches are allowed. Chafing dishes with open flames are not allowed. Cooking and food preparation is prohibited in the Park. Food distribution locations are restricted to areas determined by the Superintendent.

Use of alcohol – Alcohol is allowed for after-hours events only. Renter must make arrangements with the Superintendent in advance of any event where alcohol is available. If alcohol will be sold or served, Renter must comply with the Liquor Control Act, NMSA 1978, Section 60-3A-1 *et seq.*; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing, Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website: <http://www.rld.state.nm.us/alcoholandgaming/default.aspx>. Alcohol consumption and dispensing are restricted to areas determined by the Superintendent.

Security – Superintendent must check one:

- Security is not required.
- Security is required. Renter is responsible for providing security services that comply with 16.48 NMAC, Private Law Enforcement Practitioners. Contact information for the New Mexico Regulation and Licensing Department, Private Investigations Advisory Board, 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 476-4650; website: http://www.rld.state.nm.us/boards/private_investigations.aspx.

Sound systems, bands, D.J.s - No amplified music due to proximity to neighbors.

Tents and rental supplies – Renter shall ensure that all items (except

	<p>tents) delivered by rental companies and caterers are dropped off and picked up on the same day of the reservation. Tents are not allowed so as not to impact normal visitation.</p> <p>Lighting - No exterior lighting, other than pathway markers, due to proximity to neighbors.</p> <p>Parking – Allowed only in designated areas.</p> <p>Damages – Renter is responsible for any damage to rental facilities, furnishings, and equipment.</p> <p>Smoking – Is prohibited in the park and the Bosque, City of Albuquerque Code of Ordinances, Article 19</p>
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State Parks Division
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Santa Fe, NM 87505
Telephone (505) 476-3355**

Park-Specific Fees/Additional Terms and Conditions

Living Desert Zoo and Gardens State Park Special Event Facility and Conference Room

Special Event Facility:

- 5,500 square-foot hall and exhibit area
- Men's and women's restrooms
- 300 square-foot kitchen

Conference Room Includes:

- 500 square-foot room with tables and chairs

NOTE: The Park is open to the public from 9 a.m. to 5 p.m. seven days a week. Complete privacy within the rental facilities cannot be guaranteed during regular business hours.

Rental Fees:

Special Event Facility

Monday – Sunday 9am – 4:30pm \$500

Damage/Cleaning Deposit \$250

Monday – Sunday 5pm – 10pm \$700

Damage/Cleaning Deposit \$350

Conference Room

Monday – Sunday 9am – 4:30pm \$200

Damage/Cleaning Deposit \$50

Monday – Sunday 5pm – 10pm \$300

Damage/Cleaning Deposit \$75

Monday – Sunday 9am – 4:30pm, partial day (4 hours) \$50

Damage/Cleaning Deposit \$50

Fees are due 15 days in advance of the event.

Damage/Cleaning Deposit is due on day of rental in the form of a check. Park staff and Renter will inspect facilities before and after use.

Per day non-refundable rental fee – Does not include day use fees. If Renter cancels the rental, or the Park is closed due to unforeseen circumstances (such as fire danger), Renter may reschedule the use of the facility within one year of the original reservation date. The new reservation may be issued at the discretion of the Superintendent if open dates are available.

Payment of damage/cleaning deposit and non-refundable rental fee - Renter must submit one check for the rental fee and a separate check for the damage/cleaning deposit, both made out to the "EMNRD, State Parks Division". Park staff and Renter will inspect facilities before and after use. If Renter leaves the facilities in satisfactory condition, the Division will return the deposit check to the Renter. Renter shall collect and bag all trash generated by the rental and leave trash bags by the kitchen door.

Hours of use – Rental facilities are available from 9 a.m. – 10 p.m. Events during park open hours must cease by 4:30 p.m. and all participants must vacate the premises by 5 p.m. After-hours events must cease by 9 p.m. and all participants must vacate the premises by 10 p.m. Entrance into the Zoo area by any event attendees after 3:30 p.m. is not permitted.

Special Use Permit fee – Pursuant to 19.5.2.39, .40, or .41 NMAC, the Superintendent may require a Special Use Permit. If so, Renter must pay the \$15 fee.

Prohibited materials – Use of the items listed below may result in immediate termination of the event:

- tacks, nails, or duct tape on walls, exhibit banners, ceilings or windows – inside or outside of facilities;
- wax candles, luminarias, or farolitos;
- glass containers (also prohibited throughout the Park);
- live or seeding plants (cut flowers are acceptable); and
- no animals are allowed in the park, with the exception of service animals.

Guest conduct - Renter shall be responsible for the conduct of all event attendees.

Food and catering – Food and catering services are allowed. Cooking and food preparation is allowed in the available kitchen. Cooking and food preparation is prohibited in the rest of the Park, unless authorized by the Superintendent. Renter is responsible for leaving the kitchen area in a clean condition. Food distribution locations are restricted to areas determined by the Superintendent.

Damages – Renter is responsible for any damage to rental facilities, furnishings, and equipment.

Smoking – Is prohibited in the Visitor Center and Zoo area of the park.

Use of alcohol – Alcohol is allowed for after-hours events only. Renter must make arrangements with the Superintendent in advance of any event where alcohol is available. If alcohol will be sold or served, Renter must comply with the Liquor Control Act, NMSA 1978, Section 60-3A-1 *et seq.*; 15.10 NMAC, Alcoholic Beverages General Provisions; and 15.11 NMAC, Alcoholic Beverages Licensing, Contact information for the Regulation and Licensing Department, Alcohol and Gaming Division: 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 827-7066; website: <http://www.rld.state.nm.us/alcoholandgaming/default.aspx>. Alcohol consumption and dispensing are restricted to areas determined by the Superintendent.

Security – Superintendent must check one:

- Security is not required.
- Security is required. Renter is responsible for providing security services that comply with 16.48 NMAC, Private Law Enforcement Practitioners. Contact information for the New Mexico Regulation and Licensing Department, Private Investigations Advisory Board, 2550 Cerrillos Rd., Santa Fe, New Mexico; telephone (505) 476-4650; website: http://www.rld.state.nm.us/boards/private_investigations.aspx.

Park Staff - Any park staff member on duty has full authority and the final say on any situation that may arise. Termination of the event, if necessary, is at Park staff discretion.

Sound systems, bands, D.J.s - Limited amplification of music and sound are allowed. Failure to lower the volume of sound equipment to an acceptable level when requested to do so by a Park employee may result in issuance of a citation or termination of the event.

Tables and Chairs – Renter is welcome to use the folding tables and chairs available or

provide his or her own tables and chairs. All tables and chairs must be either put away neatly (if Park-provided) or removed from the premises at the end of the event, and before Renter leaves.

Tents and rental supplies – Renter shall ensure that all items (except tents) delivered by rental companies and caterers are dropped off and picked up on the same day of the reservation. Drop-off and pick-up of tents is allowed on days other than the day of the rental ONLY if the other Renters who are using the VC on the same day agree to have the tent on-site. Park staff will assist Renter in making contact with other Renters. Tents may only be set up in areas designated by the Superintendent.

Lighting - Renter must provide Renter's own additional exterior lighting.

Parking – Allowed only in designated areas.