



OLD TOWN GAZEBO

Rental Policies

Thank you for choosing the Old Town Gazebo for your special event!

Use of the Facilities

Please review the following policies regarding the rental of the Gazebo.

A. Rental Policies

1. **Hours:** Each event will be approved for specific hours. It is the responsibility of the Renter to cooperate with City staff in maintaining this schedule. Times include set-up and clean-up. Rental space is available between 9 a.m. – 4 p.m. Tuesday – Saturday due to concert series. Sundays and Mondays are not available for rentals. All rentals will be a maximum of three hours.
2. **Reservations:** Events will be confirmed once the Agreement is signed by the renter requesting the Gazebo and by the City representative. All reservations are on a first-come, first served basis.
3. **Rental Fees:** Renters are required to pay a rental fee.
 - **Venue Rental Amount:**
\$300- for up to 3 hours
 - **Chair Rental:**
\$100- for up to 100 chairs (Set-up/tear-down included)
4. **Payment:** Payment options include check and credit card. Checks can be made out to the City of Albuquerque and dropped off at City Hall on the 6th floor in the Cultural Services Department. (400 Marquette Ave NW, 6th Floor/Rm #605). Credit cards can be taken by appointment only at The Albuquerque Museum (2000 Mountain Rd. NW 87104). Payment due 30 days prior to event.
5. **Alcohol:** Alcohol is prohibited on the Plaza due to Old Town Plaza Vieja regulations.
6. **Power:** Power on the Gazebo is available upon request.
7. **Parking:** There is one parking space available for the time of the rental if requested. Request must be made at least 10 days prior to event.
8. **Civil Rights:** It is City policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap. Renter further agrees to comply with provisions of the New Mexico Human Rights Act, NMSA §§ 28-1-1 et seq.
9. **Liability:** Each non-City organization, by signing this Agreement agrees to indemnify and hold harmless the City of Albuquerque and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of use of the Gazebo.



Guidelines for Events in the Gazebo

1. All sound levels must be at a lower level to be respectful of the Old Town shops and San Felipe De Neri Church.
2. Food and drinks are allowed. Smoking is prohibited in the Plaza.
3. Fake rose petals, rice, confetti, glitter and bird seed are not permitted in the Gazebo area for any purpose. Real flower petals are allowed.
4. Respectful decorations are allowed on the Gazebo. The use of tape is prohibited on the Gazebo.
5. Candles in lanterns are acceptable. Open standing candles are not allowed.
6. No weapons, drug paraphernalia or illegal items.
7. Renters are responsible for clean-up. This includes taking down all decorations and picking up trash. There are a limited number of trash cans in the park available for your use.
8. Rails cannot be taken off the Gazebo.
9. Keep in mind the Plaza is a public park. All park rules must be followed, which includes the park cannot be gated (Park rules are posted at park).



GAZEBO RENTAL AGREEMENT

Renter's Name: _____ **Event Date:** _____

It is hereby agreed between The City of Albuquerque and _____
(Renter) that the City will make space available to the Renter on the date and time and under the conditions
agreed upon. It is understood that the Policies and Guidelines are considered a part of this Agreement and
both the City and the Renter agree to follow said guidelines in relations to the event contemplated by this
Agreement. The Renter accepts responsibility for careful and conscientious use of facilities and equipment.

By signing, the Rental Agreement is accepted and agreed upon.

Signature: _____ Date: _____
