



EVENT REQUEST FORM

Please note: Filling out this request does not mean you have a reserved date.
 A completed NMVM Rental Agreement or Park Use Agreement (PUA) reserves your right to the space.

Prepared By: _____ Date prepared: _____ BOD/MOD: _____

EVENT CATEGORIES: Private Rental Public Rental || Foundation Sponsor City Sponsor

Renter Information

Point of Contact: _____ Phone: _____

Organization: _____ Veteran Group: YES / NO

Email: _____

Secondary POC: _____ Phone: _____

Email: _____

Active Duty (including reserve components) YES / NO former military service YES / NO

Event Information

Event (Conference, wedding, retirement, association/club event, etc.): _____

Date: _____ Set up Time: _____ Start Time: _____ End Time: _____ Vacate Time: _____

Number of guests: _____ (Please include all people on site, Caterers, Security, service and any other help)

	CASH	CARD	CHECK #	RECIEPT #	DATE RECIEVED
Price Quoted – Booking Deposit:\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Rental Fee: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Deposit: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
MOD: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Event Location (Select those that apply)

Indoor - Meeting Room & Patio

Outdoor – Amphitheater Parade Field Vendor Area Rose Garden Parking Lot Only

Event Items (Please select Yes or No)

Food Service: Yes No If Yes, Kitchen usage: food prep / cooking / catering (Circle One)

Electric Service: Yes No If Yes, is it for AUDIO: Indoors / Outdoors (Circle One)

Music/DJ: Yes No Noise permit will be needed for outside events.

Alcohol Service: Yes No Beer and Wine allowed, for any other type of alcoholic beverage(s), City of Albuquerque 'Alcohol Permit' required- Contact City Representative at 505-768-3147

Memorial Tribute: Yes No Color guard, 21-gun salute, Taps bugle, etc

Tents/canopy: Yes No If Yes, site plan with tent placement needed

NOTE: Copies of necessary permit and/or Caterer's contract must be on file with your PUA.

NEW MEXICO VETERANS' MEMORIAL
1100 Louisiana Blvd. SE, Albuquerque, NM 87108-5009

*** NOTES**

1. Setup Time includes any setup/prep time needed prior to event activity. Notify renter that they will not be allowed to begin any preparation prior to scheduled Setup Time to avoid any conflicts with other activities. MOD must be there at Setup Time to coordinate and monitor the event.

EXAMPLE; If event is to begin at 11:00 AM (Start Time) and the renter needs 1 ½ hours to set up and prepare, then the Setup Time is 09:30 AM. If the event is 1 hour then your End Time would be 12pm. Vacate Time is when you leave the Park 1pm (1 hour to break down and clean up).

Date: _____ Setup Time: _____ Start Time: _____ End Time: _____ Vacate Time: _____

2. Vacate Time is no later than 10:00 PM. Event must end by 9:00 PM to allow for at least 1 hour cleanup time. Renter must have cleanup completed, all property and attendees off the premises no later than 10:00 PM.

3. If the kitchen is used it must be thoroughly cleaned. The BOD/MOD must check all surfaces and inside the ovens, refrigerators, and sinks to ensure no food or garbage is left.

4. All garbage must be removed from the building and taken to dumpster for disposal.

5. The NMVM is not a commercial rental facility. We do not provide any services, event staff, support, or equipment. Rental is for use of the facility only. There are tables and chairs available, but the renter is responsible for all setup, takedown, and cleanup. There is no Audio/Visual equipment for use (this includes but is not limited to speakers, projectors, computers, microphones, or any other electronics for renter's use). The Meeting room has a podium and screen.

6. All outdoor events 100 people or more requires a Certificate of Insurance (COI) listing City of Albuquerque as Additionally Insured (AI, endorsement) see insurance requirements via Park Use Agreement.

7. Liability: Each non-Memorial organization, by signing this Agreement agrees to indemnify and hold harmless the City of Albuquerque and the New Mexico Veterans Memorial, their agents 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 its use of Memorial facilities. Caterers, provided by the renter, are responsible for liability and damage coverage, including product liability insurance with extended liability coverage and property damage.

Please sign and Date: _____

Date Event Rental Booking Deposit Paid: _____