



BOD/MOD: _____

EVENT REQUEST FORM

Prepared By: _____ Date prepared: _____

Renter Information

Point Of Contact: _____ Phone: _____

Email: _____

Secondary POC: _____ Phone: _____

Email: _____

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

Veteran Volunteer Group: YES / NO

Event Information

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

Date: _____ Start Time*: _____ End Time*: _____

Number of guests: _____ (maximum 150 for Visitor Center, recommended max is 100)

Price Quoted - Rental Fee: _____ Check#: _____ Receipt #: _____

Deposit: _____ Check#: _____ Receipt #: _____

Refund Amount: _____ Check#: _____

Event Location

Indoor - Visitor Center/Meeting Room/Patio (this is considered one area/location, not to be rented separately)

Outdoor – Amphitheater/Parade Field/Rose Garden

Event Items

Food Service: Yes / No If Yes, Kitchen usage: food prep / cooking / catering

Music/DJ: Yes / No

Alcohol Service: Yes / No (Special note- Beer and Wine only, no liquor allowed)

If Yes, City of Albuquerque 'Alcohol Permit' required- Contact Donna Montoya 768-3147

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

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

Event Services

Flags: Garrison: Yes / No \$50.00 additional fee
Boulevard: Yes / No \$50.00 additional fee

Event Services (Proposed future event services)

Setup tables and chairs: Yes / No under 50 attendees, \$25.00
over 50 attendees, \$50.00

Takedown tables and chairs: Yes / No under 50 attendees, \$25.00
over 50 attendees, \$50.00

Cleanup – Sweep/mop floors: Yes / No \$50.00

Empty and remove garbage: Yes / No \$10.00

NOTE: If the kitchen is used the appliances (including stove/ovens, refrigerator, sinks, and counter tops) will be thoroughly cleaned by the renter or caterer. Floors are part of cleanup if paid for.

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*** NOTES**

1- Start 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 start time to avoid any conflicts with other activities. BOD must be there at start time to coordinate and monitor the event.

EXAMPLE; If event is to begin at 11:00 AM and the renter needs 1 ½ hours to set up and prepare, then the Start Time is 09:30 AM

2- End 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.