

IS RENTER A FLOATER: \_\_\_\_\_

Revised January 2024

NEW RENTAL: \_\_\_\_\_

# Rental Application for Thelma Webber Center

Date(s) to be used: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Facilities requested: \_\_\_\_\_ Estimate Attendance: \_\_\_\_\_

Time Requested: \_\_\_\_\_ Telephone: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Renter Address: \_\_\_\_\_

**Please answer the following questions:**

**PLEASE CIRCLE YES OR NO**

Yes No Will the event use the grounds in addition to the building?

Yes No Will food be prepared, heated, or served?

Yes No Are food handling permits required?

Yes No Will alcoholic beverages be served?

Yes No Will alcoholic beverages be consumed outside of the building?

Yes No Will alcoholic beverages be sold or provided with meals sold to the public?

Yes No Is an alcoholic beverage permit required?

Yes No Will gambling or bingo occur?

Yes No Are gambling licenses required?

**Refund Policy- The City of Santa Fe pays bills twice monthly, on the 10<sup>th</sup> and 25<sup>th</sup>. A deposit refund will be treated like a bill, which means a check will be issued either on the 10<sup>th</sup> or 25<sup>th</sup> billing cycle. Refunds will NOT be available earlier.**

I have read and understand the policies, rules, and regulations of the Thelma Webber Community Center, and I agree to abide by them.

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Date

**Office Use Only**

Deposit owed: \_\_\_\_\_

Rent Owed: \_\_\_\_\_

Keys Assigned: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Rent Paid: \_\_\_\_\_

Keys Returned: \_\_\_\_\_

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Exhibit "A" to Resolution 2023-XX

## Rental Fees

### Outdoor (Parks and Amenities)- Park User Fees and Deposits

Attendance	User Fees		Deposit
	Individual/Tax Exempt	Commercial/For Profit	
1-100	\$70	\$140	\$100
101-300	\$145	\$230	\$250
301-500	\$250	\$300	\$500
501-2,000	\$575	\$1,150	\$1,500

Events with gate/admission or registration fee	
\$1.00 per person -or- 10% of fee, whichever is greater	\$1.00 per person -or- 10% of fee, whichever is greater

### Indoor-Facility User Fees and Deposits

Day	User Fees		Deposit
	Individual/Tax Exempt	Commercial/For Profit	
Mon-Thur	\$50 Facility Fee (per rental application) + \$10 per hour	\$150 Facility Fee (per rental application) + \$30 per hour (three hour minimum)	\$400
Fri-Sun	\$100 Facility Fee (per rental application) + \$30 per hour	\$200 Facility Fee (per rental application) + \$40 per hour (three hour minimum)	\$500

Events with gate/admission or registration fee	
\$1.00 per person -or- 10% of fee, whichever is greater	\$1.00 per person -or- 10% of fee, whichever is greater

Holiday Rates	
Additional fee of \$25.00 will apply to each rental application for events scheduled on City of Santa Fe Holidays	
New Year's Day Good Friday Memorial Day Independence Day Labor Day	Columbus Day Thanksgiving Day Friday after Thanksgiving Christmas Eve Christmas Day

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Rent Owed: \_\_\_\_\_

Keys Assigned: \_\_\_\_\_

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Rent Paid: \_\_\_\_\_

Keys Returned: \_\_\_\_\_