

Las Cruces Association of REALTORS® Event Hall Rental



Tables and Chairs Provided

*Tablecloths/chair covers not included in price

Full Kitchen (Stove/Oven/Refrigerator)



Large Paved Parking Lot

Full Audio/Visual System Large Projector Screen



*Additional charges may apply

MAXIMUM CAPACITY 126

Las Cruces Association of REALTORS®

Facilities Rental Policy

Classroom/Event Hall (maximum capacity 126)

Hourly	Members \$30.00	Non-Members \$100
Daily	Members \$175.00	Non-Members \$500

Conference Room (maximum capacity 20)

Hourly	Members 10.00	Non-Members \$40.00
Daily	Members 75.00	Non-Members \$125.00

Deposits

A four hundred dollar (\$400.00) deposit will be collected for all non-member facility rentals. All non-member facility rentals will also require a valid government issued ID and a valid credit card. The deposit will be refunded if there is no damage to the facility, tables, chairs, appliances, or other fixtures, the facility, restrooms and kitchen are left clean, all trash is removed to the outside dumpster, the table and chair arrangement is put back in its original order, and all audio/visual equipment is undamaged. The \$400 deposit will be non-refundable for any cancellations.

A one hundred and seventy five (\$175.00) deposit will be collected for all LCAR member facility rentals. The deposit will be refunded if there is no damage to the facility, tables, chairs, appliances, or other fixtures, the facility, restrooms and kitchen are left clean, all trash is removed to the outside dumpster, the table and chair arrangement is put back in its original order, and all audio/visual equipment is undamaged. The \$175 deposit will be non-refundable for any cancellations.

Audio/Visual Equipment

Audio/visual equipment is available for \$50 fee per day, and will be collected prior to rental.

Alcohol

The purpose of this policy is to establish procedures for after-hours private events where alcohol will be served. An Alcohol Addendum to the Facility Rental Contract must be signed by the Renter when alcohol will be in the facility. For an event at which alcohol is served, an additional fee of \$50 per hour will be charged to the renter.

Security

Security guards may be required for all facility rentals at the discretion of the Association Management. If required, the hourly charge will be eighteen dollars plus tax (\$18.00 + tax) per hour for each security guard. This fee to be paid to the Association and the Association will schedule and pay the security company. Two security guards are mandatory when alcohol is consumed on the premises.

Effective 9/1/2014