



Building Industry Association (BIA) of Southern New Mexico Meeting Room Rental Contract

This contract is made between the **BIA of Southern New Mexico** and _____.

_____ The BIA shall provide facilities and services as listed below, and client agrees to compensate in accordance with the terms and conditions contained in this contract. Client agrees and assumes full responsibility and control for all participants, and is liable for all damages that may occur. In the event a legal dispute arises as a result of this contract, BIA and client agree to enter into binding arbitration.

_____ Affixing of anything to walls, floors or ceilings of the meeting room, bathrooms, or kitchen without approval from the BIA is not permitted. No open flames will be permitted in the building. The BIA will not assume any liability for damaged, stolen, or lost items belonging to event participants left at the BIA facility before, during, or after event.

_____ The BIA does not have a food license and no food preparation may occur in the kitchen. The BIA kitchen is to be used as a staging area for catering only and BIA assumes no liability in the event of accident or illness from food consumption. The client may choose from the list of contracted caterers provided by BIA and is responsible for making all arrangements with the caterer. Prepared food may be brought in, however no food can be cooked at our facility.

_____ The BIA does not have a license to serve alcoholic beverages. The BIA assumes no liability for the cash bar, vendor, security guards, and event participants.

Room rental does NOT include BIA office space. Please do not ask staff for use of office equipment, bathrooms, offices or supplies as access will not be granted.

Payment. Cleaning deposit due upon reservation. Balance due 14 days prior to event date.

Cancellation Policy. Cancellations must be received in writing 14 days before the event. Any event cancelled after that time will be charged a \$50 cancellation fee.

Please Note. If, for any reason, our staff is called to the premises for your event, there will be a \$50 fee charged.

Signature: _____

Building Industry Association
of Southern New Mexico
2825 N. Main Street
Las Cruces, NM 88001
575-526-6126
www.biasnm.org

Contact Katie Oliver at 623-252-2744
For More Information

EVENT ORDER

(Please Print Clearly)

Name _____
 Address _____
 City _____
 State _____ Zip _____
 Email _____
 Home # _____ Cell # _____ Work # _____

Event Date _____
 Event Type _____
 Number of Attendees _____
 Start Time / Finish _____
 Room Access Time _____

USE OF KITCHEN & BACK PATIO: \$50 FEE

Catering Y / N Caterer _____

Alcohol Y / N

Maximum Occupancy: 200 people
 Number of Chairs: 150
 Number of Rectangular Tables: 31
 Number of Round Tables: 16

USE OF A/V EQUIPMENT: \$50 FEE

Podium Y / N

Microphone Y / N

Projector Y / N

Room Rental Rates	
<i>Members</i>	<i>Non-members</i>
Weekday \$200	Weekday \$300
Weekend day \$400	Weekend day \$500

Notes: _____

Cleaning Deposit Due at Signing:	\$200.00
Hall Rental	\$
Kitchen/Back Patio Use	\$50.00
A/V Equipment Use	\$50.00
Total Charges:	\$

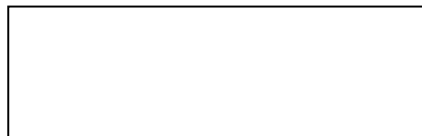
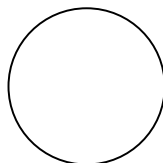
Client's Signature: _____

Date: _____

Deposit will be refunded to: (please print clearly)

Name _____
 Address _____

 Phone # _____



Cash
 Check
 Credit Card

Name _____
 Address _____
 Card # _____
 Exp. _____ CID # _____

Signature _____

For Office Use Only
 Payments:

\$ _____ Date _____ by _____ CK or CC
 Amount Date by

\$ _____ Date _____ by _____ CK or CC
 Amount Date by

\$ _____ Date _____ by _____ CK or CC
 Amount Date by

\$ _____ Date _____ by _____ CK or CC
 Amount Date by

Cleaning deposit refund:

\$ _____ Date _____ by _____ CK or CC
 Amount Date by

CK Number _____