



## 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 of 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. All candles must be placed in a glass votive to prevent fire or damage. 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 and its equipment are 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 can be brought in however no food can be cooked at our facility.

The BIA does not have a license to serve alcoholic beverages. If alcoholic beverages are to be served at the event, the client is responsible for hiring a cash bar vendor with a valid license to serve alcoholic beverages, and hiring the necessary security guards. The BIA assumes no liability for the cash bar, vendor, security guards, and event participants. All alcoholic beverages must be purchased from and consumed in the BIA meeting room. No alcoholic beverages may be brought onto the BIA premises or removed from the meeting room by 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 30 days prior to event date.

**Cancellation Policy.** Cancellations must be received in writing 30 days before the event. Any event cancelled 30 days before the event will be charged a 25% cancellation fee.

Andele Restaurant  
Andrea Schneider  
Catering Department  
(575) 526-9631 – Office  
(575) 621-9772 – Cell

Dickerson's Catering  
Elaine Sasenow  
(575) 644-0778 – Office  
(575) 312-8100 – Cell

Lorenzo's  
Vince Vaccaro  
(575) 521-3505  
(575) 496-9503 Cell

Santa Fe Grill Catering  
Juan Morales  
(575) 532-8646 - Office  
(575) 621-4730 - Cell

Building Industry Association of New Mexico  
2825 N. Main Street  
Las Cruces, NM 88001  
575-526-6126 [www.biasnm.org](http://www.biasnm.org)

**Initials:**

