

**Town of Mesilla**  
**PLAZA RENTAL FORM – WEDDING OR PRIVATE EVENT**

P.O. Box 10, Mesilla, NM 88046 \* Phone (575) 524-3262 ext. 116 \* Fax (575) 541-6327 \* www.mesilla-nm.org

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time plaza will be used, **including** set-up and tear-down time (i.e., 10 a.m. to 4 p.m.): \_\_\_\_\_

Please check ONE of the following:

\_\_\_\_\_ Town of Mesilla resident receives a 50% discount of rental fee for up to 166-400 people in attendance. Cleaning deposit is not discounted. *\*Drivers license, utility bill with Mesilla address required*

\_\_\_\_\_ NOT a Town of Mesilla resident

<u>Number of People Attending (check one)</u>	<u>Rental Fee</u>	<u>Cleaning Deposit</u>
_____ 1-55 people	\$200.00	\$100.00
_____ 56-165 people	\$500.00	\$250.00
_____ 166-400 people	\$750.00	\$375.00
_____ 401-999 people	\$1,000.00	\$500.00
_____ 1,000-1,999 people	\$2,000.00	\$1,000.00
_____ Over 2,000 people	\$4,000.00	\$2,000.00

Please make checks payable to Town of Mesilla. Rental fee must be submitted ten (10) working days before the event date

The refundable cleaning deposit listed above is required at the time of plaza reservation.

Conditions

1. The applicant will follow any and all Town of Mesilla and Plaza regulations.
2. The person or persons to whom a permit is issued shall be liable for any loss, damage or injury sustained by any person whatever by reason of the negligence of the permit holder.
3. The period of use should be a maximum of 6 hours.
4. Caution tape needs to be tied to all tent tie-downs and other trip hazards.
5. No animals allowed on the plaza.
6. No rope, chain or similar device may be attached to any plant for any reason.
7. No spikes or any other such objects are allowed to be inserted in the Plaza area (including sidewalks, bricks, light fixtures, monuments, etc.)
8. The applicant will use only twine and ribbon to decorate the plaza and/or gazebo.
9. No vehicles may be driven on the Plaza sidewalks or on the grass area.
10. No alcoholic beverages are allowed on the premises of the plaza, unless a liquor license is obtained and approval is granted by the Town of Mesilla Board of Trustees.
11. The applicant will be responsible and accountable for persons participating in the event, and the applicant will inform the Town of Mesilla Special Events Coordinator if the number of guests exceeds the figure stated on this form and pay additional fees if applicable.
12. The applicable cleaning deposit will be refunded when the town Public Works Department determines that the plaza was satisfactorily cleaned by the permit holder. If the plaza area has not been cleaned by the end of the established use period, the town will clean the area and withhold all or part of the cleaning deposit, depending on the time and personnel needed to clean the area.
13. All rental times include set-up and break-down.

The applicant agrees to the conditions included on this form:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Deposit:** Check # \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date \_\_\_\_\_ / Returned \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

**Rental Fee:** Check # \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_