



The Community

Center

&

Rustic Log Chapel

Pendaries |

1 Lodge Road PO Box 820 Rociada, NM 87742

(505)425-3561

Website: pendaries.life

Downstairs

Moosehead Bar

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Upstairs Moosehead

Restaurant

Community Center Outdoor Tent





Downstairs Moosehead Bar

Rustic Log Chapel





Upstairs Moosehead Restaurant

The Community Center

With its fireplace and seating for 85 is ideal for a business retreat, family reunion, instructional seminar, hobbyist gathering, wedding reception, or family and friends gathering. Our 40' by 70' patio is perfect for large open air or tented weddings, dances, or a catered feast for larger groups.

Community Center without Tent

\$250/day

Community Center & Tent | Includes Tent Setup

\$1000/day

Includes Tables & Chairs

The Rustic Log Chapel

This chapel is right out of a movie set, with wooden benches, and a wood stove. The non-denominational chapel is perfect for memorial gatherings, and small weddings with seating for 50.

Rental Fee

\$250/day

The Downstairs Moosehead Bar

The bar is a warm, cozy place to gather and enjoy fun times among friends. Meet to drink, relax, and socialize among the wooden lodge and co-located Moosehead restaurant. The downstairs area seating can be configured to accommodate medium size gatherings with another 20+ seats on the outdoor patio.

The area may be used for celebratory gatherings.

Rental Fee \$250/day

The Upstairs Moosehead Restaurant

This room oversees the whole valley where you can glimpse an occasional deer passing by. The area seats 80 people and can be a gathering place for a meeting, dinner, birthday, or wedding shower.

Rental Fee

\$250/day

GUIDELINES FOR ALL FACILITY RENTALS

I. Available Dates and Hours

- a. The Pendaries Community Center also known as the Conference Center is available for use Sunday Saturday 8am 10pm.
- b. Users have exclusive use of the allotted space during their event.
- c. Pendaries staff will be available for each event.
- d. All functions must end by 10pm and clean up must be done by Midnight.
- e. Bands will need to end by 10pm.

II. Payments, Deposits, and Refunds

- a. All check should be made payable to Pendaries Village Community Association (PVCA).
- b. A completed and signed application is required with the <u>rental fee</u> to secure a date for the Pendaries Community Center and other reserved facilities. The rental fee is non-refundable.
- c. Damage deposit fee of \$250 is due 30 days prior to the event; damage deposit is to be paid separately from the other fees. The damage deposit will be returned to the user within two weeks of the event, if no damage is found.

III. Laws and Regulations

- a. Users and their guests must abide by all ordinances of the Pendaries Village and the Rules and Guidelines of the Community Center. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user's damage deposit. User will be held responsible for any damage and extra cleaning costs.
- b. No animals are permitted in the building except for service animals.
- c. No alcohol is allowed unless contracted through the Moosehead Bar/Restaurant.
- d. Pendaries must provide security for all events when alcohol is being served.

IV. No Smoking

a. The Pendaries Community Center is a non-smoking facility. No smoking is allowed in any part of the building including the outside patios and ground areas.

V. <u>Caterers</u>

- a. Caterers should be licensed by the San Miguel or Mora County Board of Health.
- b. Outside Caterers/users are responsible for the preparation and cleanup of their events. A fee of \$200 will be charged for outside catering. The floor as well as the rest of the building must be left in the same condition as it was upon arrival. Trash containers are located inside the Community Center and must be taken to the trash dumpster located at the Maintenance Yard near the driving range. Do not leave trash outside bears and other wildlife *will* scatter it.
- c. Outside Caterers are also responsible to supply their own equipment including but not limited to chafing dishes, serving dishes, utensils, plates, cups, and trash can liners.
- d. All the caterer's equipment and/or rentals must be removed after the event.

VI. Alcoholic Beverages

- a. All alcohol must be contracted with the Moosehead Bar/Restaurant as a cash bar.
- b. No personal alcohol may be served or brought on the premises.
- c. \$75 cash bar set-up fee and \$200 minimum required.

VII. Decorating and Set Up

- a. All decorations must meet fire code requirements.
- b. Candles for lighting ceremonies can be used but must be extinguished immediately following the ceremony. Birthday candles are only allowed on cakes.
- c. No nails, staples, or tacks may be used to hang or mount anything. Only non-permanent, non-marking materials may be used to hang or mount anything.
- d. All decorations must be flame retardant and removed at the end of the function.
- e. Food, equipment, supplies, and other things are to be brought to the function on the day and time of rental, there will be no pre or post event storage (unless you wish to rent the space for that length of time).
- f. Portable Outdoor Toilets for large groups are required at renter's expense.

VIII. Event Shut Down and Clean Up

a. You must leave the building in the same condition as you found it; otherwise the user's damage deposit may be forfeited.

All Rates Subject to Change. Approved Application & Deposit secures your date.

PENDARIES VILLAGE COMMUNITY ASSOCIATION VENUE RENTAL APPLICATION

Name:		
Address:		
City/State/ZIP:		
E-mail:		
Home: ())
Business: ()	•	,
Event Type / Venue:		
Date of Event: Time:		
Caterer:	Phone:	
limitations. Space is subject to availability. Payment and Reservation Information A completed and signed application is required with the venue. The rental deposited and filing fee is non-refundays prior to the event. Please submit separate payment Acceptance:	able. Damage d	eposit, cleaning fee, and other fees are due 60
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I,, on today's date understand the above stated policies, rules, procedures,		
Pendaries Community Center, facilities, rooms and equ	uipment, and	agree to adhere to these policies under
any and all circumstances. Rates and policies are subjection Alcohol Y / N Cate	_	
Community Center Only \$250/day paid on the	· ·	ries Y / N
Community Center and Tent \$1000/day paid		
Rustic Log Chapel \$250/day paid on this date		
Golf Clubhouse \$250/day paid on this date: _		
Upstairs Moosehead Restaurant \$250/day paid		
Damage Deposit \$250 paid on this date:		
Outside Catering Fee \$200 paid on this date: _		
Catoliae Cateling I ee whoo paid on tine date.		
Renter's Signature	Pen	daries Representative Signature