

**RESOLUTION 18-05**

**A RESOLUTION TO SET FEES CHARGED BY THE CITY FOR THE USE OF THE ROSWELL CONVENTION & CIVIC CENTER**

**WHEREAS**, the City of Roswell provides services, equipment and the facility for the purposes of supporting Special Events; and

**WHEREAS**, the City of Roswell requires associated fees to be in place for such services and equipment, and facility;

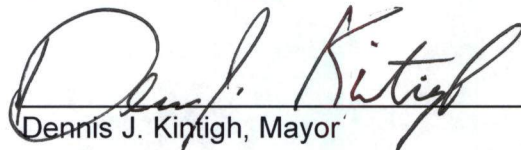
**NOW THEREFORE**, be it resolved by the governing body of the City of Roswell, New Mexico that the following fees shall be amended and/or charged by the City of Roswell and that these fees shall take effect upon the approval of this resolution:

Item Number	Fee Description	Current Amount	Current Unit	Amended/New Amount
1	Security Deposit – Entire Facility/Exhibit Hall	\$500	Per Event	\$700
2	Security Deposit – ½ Exhibit Hall	\$500	Per Event	\$500
3	Caterer Deposit	\$250	Per Event	\$250
4	Set-up/Tear-Down	\$100	Day before or after event	\$0 to be included in the price of rental day of only up to 4 hours prior to event start time and 2 hours after event end time.
5	Kitchen Use	\$0	Per Event	\$500
6	Warming Kitchen Use	n/a	Per Event	\$125
7	Entire Facility	\$500	Per Day	\$3500
8	½ Exhibit Hall East or West	\$300	Per Day	\$1250
9	Entire Exhibit Hall East & West	\$500	Per Day	\$2250
10	Will Rogers Meeting Room	\$75	½ Day, Max 4 hours	\$75

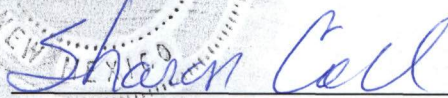
11	Lobby/Pre Function Area	\$100	Per Event	\$0 to be included with facility rental
12	Conference Room A or B	n/a	½ Day, Max 4 hours	\$125
13	Meeting Room A	n/a	Per Event	\$500
14	Meeting Room B	n/a	Per Event	\$500
15	Meeting Room C	n/a	Per Event	\$250
16	Meeting Room D	n/a	Per Event	\$250
17	Meeting Room A-D Combined	n/a	Per Event	\$1,250
18	Green Room	n/a	Per Event	\$75
19	Stage, 16 feet deep x 40 feet long	\$0	Per Event	\$250
20	Refrigerator Only (for event organizations not renting facility)	\$50	Per Event	\$50
21	Scissor Lift	\$25	Per Hour	\$25

ADOPTED, SIGNED, AND APPROVED on this 11th day of January 2018.

CITY OF ROSWELL:

  
 Dennis J. Kintigh, Mayor



  
 Sharon Coll, City Clerk

Corrected