

# BOOKING POLICY

## **Cancellation Policy:**

Deposits and rental payments are non-refundable except in cases where the Village is unable to deliver possession of the facilities or a second Lessee rebooks the canceled facility for equal or greater economic benefit to the Village.

## **Holiday Charges:**

On the following holidays the above rates will be increased by 50%: New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day. Inclusive of all Village of Ruidoso's holidays observed.  
(No discounts on holidays)

**Move in/move out days** are \$150 per day for the first move-in day, and \$150 for the first move-out day. Additional move-in and move-out days shall be charged \$250 per day. This rate applies to the hours of 6 a.m. to 10 p.m.

**Rental fees** shall be adjusted on an annual basis, based on the Consumer Price Index, commencing January 1 of each year.

Room rentals are from 6 a.m. to 10 p.m. After 10 p.m., rates are \$100 per hour.

**Room set up changeovers** made within any one day rental period will be charged a minimum of \$50. The final fee shall be at the discretion of the Village Manager or Designee.

All room rental is to be paid in advance. Payment schedule is as follows:

- **Beyond two years:** \$250 or 10% of total cost, whichever is greater upon contract signing; A total of 20% two years out; a total of 50% one year out; full payment six months out.
- **Two years out or less:** 20% of total room rental cost upon contract signing; a total of 50% one year out; full payment six months out.
- **One year out or less:** 50% of total rental cost upon contract signing; full payment six months out.
- **Six months out or less:** Full payment upon contract signing.

*\*Rates are subject to change without notice.*

**We accept company checks, personal checks, Visa/Mastercard, purchase orders and cash.**

# FOOD & BEVERAGE & BAR SERVICE CONTRACT

## Food and Beverage Service | Bar Service

Contact Ruidoso Convention Center Sales at 575-258-5445

### Ordering Policy

MCM Eleganté Lodge & Suites and Ruidoso Convention Center  
A Public/Private Partnership

A review of the ordering/payment policy is provided below.

**Please return a signed copy** of this form to your sales representative by: \_\_\_\_\_

### Ordering Policy:

19% service fee (not gratuity), & sales tax apply

Bar set up fees and security fees apply.

Self-service, self-supplying bars are prohibited.

Violation of alcohol serving laws and MCM Eleganté Lodge & Suites policy can include penalties, fees from \$150 to \$5,000. Further, may result in immediate suspension of meeting or event.

### Corporate, Association, Government Payment Policy:

Cash, money order, certified check, approved direct bill, or credit card guarantee.

Full payment due 10 days prior to event, per guarantee.

Guarantee may not be reduced 7 days prior to event, but may increase up to 10%.

Checks made payable to MCM Eleganté Lodge & Suites.

### Weddings and Special Events (Social)

Cash, money order, certified check or approved credit card accepted methods of payment.

Full amount due 10 days prior to event.

Wedding cake (only) may be ordered outside of approved catering.

Checks made payable to MCM Eleganté Lodge & Suites.

Licensed security must be arranged on all social functions.

Expected attendance numbers cannot be exceeded due to staffing and security criteria.

\_\_\_\_\_  
*Signature/ Responsible Party*

\_\_\_\_\_  
*Date*