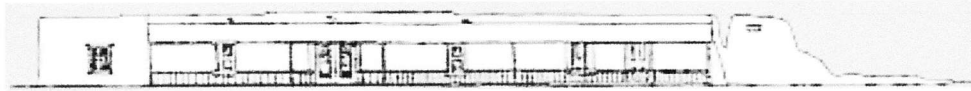


The Gutierrez-Hubbell House History and Cultural Center

The Hubbell House Alliance



In partnership with
Bernalillo County Open Space



Rental Information

The Gutierrez-Hubbell House is located at 6029 Isleta Blvd SW. It is a 5,760 square foot territorial-style house constructed of adobe and terrones dating back to the 1850s. The house is set on 10 acres of land that includes a working farm, with a historic orchard vineyard, gardens and walking trails.

The house is a joint partnership of the Hubbell House Alliance (HHA) and Bernalillo County Open Space. County regulations and HHA policy govern use of the house and property. The house is available for meetings, seminars, workshops, educational events and social functions.

Capacity: Events with a guest list of 100 or less can be accommodated subject to availability. Two interior spaces are available for rental. The Parlor can accommodate up to 50 people with chairs theatre style or with tables and chairs for smaller groups. The Kitchen has a large wooden table and chairs and can handle about 20 people. Outdoor areas, the Plaza with portals and free standing ramada and the middle field, can accommodate larger groups. A combination of indoor and outdoor spaces is also available.

Online photos can provide a general idea of the spaces. However we suggest that you call to arrange a visit to ensure the GHH can accommodate your needs.

Pricing: The price list for events overseen by the Hubbell House Alliance is available at our website, www.gutierrezhubbellhouse.org/rentals. Please call our office manager at 505-244-0507 for further information.

Weddings: For large weddings and social events held at the GHH HHA recommends the services of Occasion Services and Events (OSE). More information is available at <http://w6www.occasionserviceevents.com>.

Scheduling and Information: To schedule an event at the house, or for additional information, contact us at 505-244-0507. The event calendar is available for viewing at www.gutierrezhubbellhouse.org.

Application: If the house is available for your desired event, the office manager will confirm pricing and forward an electronic application or mail one to you.

Access: The house and walking trails are ADA accessible. ADA moveable ramps are placed in doorways during events.

Parking: The south lot, adjacent to the house, can accommodate up to 300 vehicles. There is no street side parking on Isleta Boulevard or Hubbell Circle.

Note: There is limited lighting in the south lot. The HHA is not responsible for vehicle security.

Supplies and Equipment: A projector and internet is available for use by renters of indoor spaces. A limited number of tables and chairs are available for indoor rental spaces only. Rental of supplies and equipment (tent, tables and chairs) are the responsibility of the renter.

Set Up: Renters of indoor spaces are responsible for setting up tables and chairs and putting them away.

Catering: Food served at events that are open to the public must, by County regulation, be catered by a licensed caterer. Private events may arrange for food and beverages prepared at home. HHA does not provide catering services.

Alcohol: If a renter wishes to serve alcohol, a permit must be requested of the NM Regulation and Licensing Department. HHA will assist with this request—fees apply.

Security: Security is required for evening events. HHA contracts with a bonded company. Costs, based on the number of guests, are included in the price list. The security fee is paid along with remaining balance due two weeks in advance of the event.

Liability: Insurance coverage is required based on the guidelines from the Bernalillo County Risk Management. All renters must obtain a Day Rider with the Hubbell House Alliance on the certificate and this coverage should be for \$1,000,000. Proof of insurance is due with final payment two weeks in advance of the event. This link www.specialeventinsurance.com is offered for convenience of obtaining information. The Gutierrez-Hubbell House is not responsible for theft of personal property.

Decorations: The house is a historic building. To maintain the condition of the delicate earthen plaster walls, no decorations may be hung from any walls. Decorations may be hung from the doors and ceiling, and from hooks on the portals and ramada. HHA will provide specific instructions and approve their use. HHA is not responsible for any decorations, memorabilia, gifts, souvenirs, etc. that remain on the property after the conclusion of the event.

Prohibitions: Renter/User shall not disturb in any way the museum exhibits, informational displays or artwork.

Noise: Bernalillo County Noise Ordinance applies to all events at the house and property. All events must have their amplification turned off by 10 pm. The noise permit can be provided as a service by HHA. Fees apply.

Smoking: Smoking is not permitted in the house or plaza area. Smoking is allowed outdoors at least 50 feet from any building, the portals and the ramada. HHA requests that guests smoke behind the restroom building where a fireproof cigarette disposal is available.

Reasonable Care: Renters will find the property clean and ready for use. It is anticipated that renters will do their best to ensure that their guests take reasonable care of the house and property. Children should not be permitted to play on and jump on the short walls east of the garden on the north side of the house.

Trash: GHH is promoting green practices and encourages recycling. Well-labeled recycle bins will be available and renters are encouraged to request that their guests make use of the recycling bins.

Deposit: The non-refundable deposit will hold the date and will be deducted from the balance owed. The balance is due two weeks prior to event date.

Final Payment: Final payment must be made in full at least 2 weeks prior to the event date. All checks are payable to the **Hubbell House Alliance**.

Services that can be expected from the Manager:

- Providing a tour of the property and working with you to ensure that the GHHCC can accommodate your event;
- Reviewing the Rental Use Agreement to ensure that you are aware of restrictions in using a historic, publicly-owned property;
- Coordinating the time and date of set up and tear down and ensuring that your service contractors (i.e. tent, caterer, florist, musicians, etc.) have access to the property—both before and after the event;
Note: your event planner and/or identified decision-maker must be onsite to coordinate placement. Lights, decorations, etc. are the sole responsibility of the renter;
- Scheduling a tour of the museum during the event if requested;
- Contracting for security personnel;
- Providing noise and alcohol permits if needed;
- Placement of parking signage;
- Setting out halogen lights to south parking area;
- Ensuring that trash and recycling receptacles are well labeled and visible and that cigarette receptacle if available behind the restrooms.

Indemnification: The renter/user shall defend, indemnify and hold the HHA, its officers, officials, employees and volunteers, including Bernalillo County, harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this agreement, except for injuries and damages caused by the sole negligence of the HHA or the County.

Gutierrez Hubbell House History and Cultural Center
Rental application and contract

Name(s) and/or Organization: _____

Purpose/description event: _____

Date of application: _____ Event date/time: _____

Number attending: _____

Contact Information: Phone #: _____ Email address: _____

Mailing address: _____

Private event: _____ Non Profit: _____ Public: _____

Set up details / time: _____

Rental Fees/Services: _____

Total Rental Fee: _____

Deposit Due (reserves date/subtracted from total): _____

Balance Due: _____ Date: _____

Signature of applicant: _____ Date _____

Signature for HHA: _____ Date _____

Additional Comments/Details: _____

GHH RENTAL RATES (a/o May 30, 2015)					
Please initial spaces needed		Day use	Evening Use	Non-Profit	Deposit to confirm
Initials	Space	8 AM -5PM	(5-10 PM)	Under 10 empl	
	All Indoor & Outdoor:				
	Includes rental of and access to rooms Parlor, Kitchen, all portals & plaza area including ramada	\$750	\$850	\$375	\$375
	Indoor Spaces				
	Kitchen	\$350	\$450	\$175	\$175
	Parlor	\$400	\$500	\$200	\$200
	Kitchen and Parlor	\$450	\$550	\$225	\$225
	Outdoor Space Only : includes portals & plaza area , & ramada	\$400	\$500	\$200	\$200
	Special Services:				
	Alcohol waiver and noise permit	\$50	\$50	\$50	
	Security (required for evening events)		\$20 PER HR	\$20 PER HR	
	Museum tour	\$20	\$20	\$20	
	Note: All rentals include use of bathrooms				
	Note: all GHHCC rentals include opportunity for guests to use walking trails and visit gardens.				