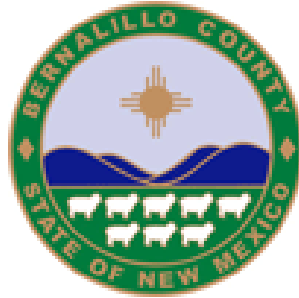


# **Hubbell House**

**Bernalillo County Open Space**



## **User Guide & Rental Application**

**In partnership with:**

**Hubbell House Alliance**



**6029 Isleta Boulevard SW  
Albuquerque, New Mexico 87105**

# **User Guide**

## **Hubbell House**

This User Guide is designed to assist in planning Hubbell House events and third party rentals. Currently the Hubbell House is available for meetings, activities, tours and functions subject to availability and the requirements described within this Guide. To schedule an event at the House or for additional information, contact Jedrick Lamd (505-244-0507) or Colleen Langan (calangan@bernco.gov).

The Hubbell House is located at 6029 Isleta Blvd SW. It is a 5,760 square foot Territorial house constructed of adobe and terrones that dates back to the 1850s. The property includes a working farm, with orchard, gardens and walking trails.

Availability: Review the Hubbell House Alliance web-based calendar at (<http://www.hubbellhousealliance.org/calendar/month.php>) to view scheduled events. Only one event at a time will be scheduled for each area. The outdoor property is open to the public from 8:00am-10:00pm in the summer and 8:00am-Dusk during the rest of the year.

For special events, or normal hours of operation please see [Hubbellhousealliance.org](http://Hubbellhousealliance.org) or call 505-244-0507

Application: If the house is available for the desired event, complete the Rental Application and submit it to President, Hubbell House Alliance, 6029 Isleta Boulevard SW, Albuquerque, New Mexico 87105.

Occupancy: The house will accommodate 30 people in the media room theater style and 14 in the library. Larger functions may be held on the grounds. Tours of the house are available on Tuesdays, Thursdays, and Saturdays from 10 – 2 and by appointment.

Access: Currently the house is ADA accessible. ADA moveable ramps should be placed by the three appropriate doorways during events to access the house. Renters should inform the HHA, prior to the visit, of any other additional adaptations that may be needed to accommodate all visitors.

Parking: The lot to the north of the house accommodates approximately 20 vehicles. There is no street side parking on Isleta Boulevard or on the crusher fines. For events requiring more than 20 vehicles, parking for up to 300 vehicles can be arranged in the south field. South field access is contingent on the crop growing cycle at that time. Should the field be used for parking, organizations must provide at least 2 parking assistants to work with HHA staff to ensure vehicles are able to enter and exit safely. Vehicles should be parked in rows with parking spaces oriented north south. Handicap parking spaces are designated in the north parking area. Entrance to the south parking field is through the green gate off Hubbell Circle.

Driving through the orchard and other areas beyond those previously designated is prohibited at all times.

**Catering:** Food served at events open to the public must be catered by a commercial and licensed caterer. For a list of approved caterers, contact the Hubbell House Alliance. Cooking is not permitted inside the house; however, a refrigerator and microwave are available upon request for chilled storage and limited food heating needs.

**Food Permit:** If food will be served to the public, a Special Event Permit must be obtained from Bernalillo County Environmental Health. Call the Environmental Health Department at 505-314-0323, or visit the following website: [http://www.bernco.gov/upload/images/environmental\\_health/special\\_event.pdf](http://www.bernco.gov/upload/images/environmental_health/special_event.pdf). Special Event Permits must be displayed during any event serving food to the public. Permits are free for non-profit organizations and \$30 for all others. A permit is not required for private events.

No food or beverage consumption in the house.

**Alcohol:** Alcoholic beverages may not be brought to or consumed on county property without first obtaining a picnic permit from Bernalillo County

**Orientation:** An orientation to the house and field is mandatory for any event planner. Please make arrangements with the Hubbell House Alliance two weeks prior to the event for the orientation and to complete the pre event orientation checklist

**Fires:** Open fires on the property are not allowed. Use of the horno needs to be arranged with the Hubbell House Alliance in advance and will be reviewed on a case by case basis. A \$50.00 rental fee and \$50.00 damage deposit is required to use the horno. The damage deposit will be returned following the event after an HHA member conducts and inspections and finds it in satisfactory condition.

**Liability:** General Liability insurance coverage in the amount of one million dollars will be required per event based on the guidelines from the Bernalillo County Risk Management. Proof of insurance for the event is required for one million dollars of coverage prior to event.

**Amenities:** The kitchen is limited refrigerator and microwave. Men's and women's ADA accessible bathrooms are also on the premises. Please see HHA staff for a full list of offered amenities

**Monitors:** One or more representatives of Bernalillo County and / or HHA must be on premises during the function. They will also be responsible for opening and securing the house and gates. Visitors will need to inform the representative when they need the property and house open and closed prior to the event/function. One person per 100 attendees is required. Prices for monitors are in the budget section.

**Cleanup:** Renters must leave the house and grounds clean upon departure. All trash must be deposited in the curbside trash bins found by the restrooms and casita. A cleaning deposit of \$300 is required at the time of booking. It is advised to use nontoxic, environmentally friendly, cleaning products. Also, do not use abrasive cleaners such as steel wool or synthetic mesh maps on the sinks in the kitchen and bathrooms.

**Decorations:** No decorations may be hung from the earthen plaster walls. Decorations may be hung from the doors and ceiling using painter's masking tape only (no thumbtacks, cellophane tape brads, nails, staples, regular masking tape, glue etc.).

for large events and schedule permitting, one to two day set up prior to event can be approved on a case by case basis. There may be an additional prep charge for day or two prior set up.

**Smoking:** Smoking is prohibited in the house, conference room, and restrooms, under the portal, casita, agriculture fields, and demonstration garden. Smoking is acceptable in the parking areas and private vehicles only. Please insure all butts are completely extinguished and deposited in trash receptacles.

**Tours:** Docent tours are available by request. Four docents are recommended for large groups (over 100). Tours are held for groups of up to 15 at a time. A slide show and informational displays are also available upon request.

**Rental Payment:** Payment must be made in full at least 2 weeks prior to the event date. Rent is payable to the Hubbell House Alliance. All events include access to the onsite parking and availability of the grounds for respectful perusal or strolling by participants.

**Setup and Take down:** Setup and take down days for large events are available at half of the rates shown below, schedule permitting. Events requiring prior setup of one to two day before event will require prior approval. HHA may require an additional prep charge for prior setup subject to number of days, scope and size of event demands. Fee will be determined through negotiation and agreement by both parties.

## All prices are by the day.

### **Prices for 30 people or less:**

Theater or conference room: \$200

### **Prices for full use of grounds:**

100 – 200 people	\$750
200 – 500 people	\$1000
Over 500 people	\$1500

Discounted rates are available as follows

Partners and Alliances receive a 25% discount

General membership receive a 15% discount

Off final price of HHA amenities, meeting, event packages, and space rental fees.

(NOT to include Catering, Permits, Large tent rentals, or any other non HHA rentals or Fees.

### Meeting and Event Packages

All Meeting and Event packages include setup and takedown of all equipment specified in the package as well as on site personnel to assist with any equipment specified in the package. There is a two hour minimum an all equipment rental.

#### Visual Meeting Package           \$350.00

Visual Meeting Package includes a conference room for up to 30 people, a video projector, laptop computer, and computer speakers.

\$50.00 each additional hour

#### Event package

All event packages are to be added to the “full use of grounds” price

Podium and PA system           \$225.00+ “full use of grounds” price

Includes 1 podium and a PA system (with up to 4 microphones, up to 4 speakers and 1 powered mixer)

\$75.00 each additional hour

#### The Ultimate Event Package       \$550.00+ “full use of grounds” price

Includes 1 podium a PA system (with up to 4 microphones, up to 4 speakers, and 1 powered mixer), a 12' x 20' inflatable big screen for outdoor movie/video display, a video projector, and either a blue ray DVD player or laptop movie/video display

\$275.00 each additional hour

These prices are subject to future adjustments if/when/as necessary.

**Deposit:** A refundable \$300 security and cleaning deposit is required and must be paid 2 weeks prior to the event. Deposit will be refunded in full only if the house has been left in good order. A deposit checklist will be completed before and after the event.

Subsequent to the event the renter will receive a questionnaire and a self addressed return envelope from HHA for assessment and comments regarding Hubbell House appropriateness for the function. HHA welcomes any suggestions to enhance future occasions.

HHA welcomes local South Valley community organizations using the premises for their meetings, at the “Partners and Alliances” rate to promote community building.. **All meetings** must conclude by 9:30 PM. Furniture must be returned to the appropriate orderly position (put is back where it was found). All trash and debris bagged and deposited in outside bins or made ready for removal the next day. This includes house rooms, restrooms and the grounds.

Current HHA board members are eligible to use the GHH (Gutierrez-Hubbell House) for private use, as a benefit of board service. The first use is at no cost for a use period not to exceed one day. If a board member decides to use facility a second time then they will be given a 50% discount. Thereafter a board member can rent facility for one day at the partner and alliance rate. All board member rentals will be subject to availability and approval by chairman and event committee. The committee and Chairman will determine that they do not conflict with other scheduled events and or usurp any proposed county event. Former HHA Board members that have served at least 2 years on the HHA board and are paid and current via our general HHA membership are eligible for one use of one day at the GHH for private use at no cost per year up to 4 years from departing the board. All former board member rentals will be subject to approval and availability.

It is incumbent on the rentor/leasee of the facility that they report any irregularities, damage, incidents, potentially dangerous and or hazardous situations to the house monitor immediately! This must be done no later than day after show or rentor/leasee will be subject to pay any damages immediately. Walk through of facility and sign off prior to event will be necessary for both parties to determine current condition. HHA will acknowledge the rentors insurance coverage but will seek additional compensation from rentor/leasee if not covered for total liability.

HHA looks forward to working with you on your event!

# **Rental Application**

## **Hubbell House**

**Purpose and description of event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of application:** \_\_\_\_\_ **Event date:** \_\_\_\_\_

**Setup time: date** \_\_\_\_\_ **from** \_\_\_\_\_ **to** \_\_\_\_\_

**Event time: date** \_\_\_\_\_ **from** \_\_\_\_\_ **to** \_\_\_\_\_

**Breakdown time: date** \_\_\_\_\_ **from** \_\_\_\_\_ **to** \_\_\_\_\_

**Number attending:** \_\_\_\_\_

*Please note the north parking lot capacity is 20 vehicles and is the handicap designated area. Events requiring more than 20 parking spaces may have access to the south field depending on the alfalfa growing cycle at that time. Should the field be used for parking, organizations must provide at least 2 parking assistants to insure vehicles are able to enter and exit safely. No parking is allowed on Isleta Boulevard or on any of the grounds beyond those mentioned here.*

**Organization name:** \_\_\_\_\_

**Contact name and phone #:** \_\_\_\_\_

**Organization address:** \_\_\_\_\_  
\_\_\_\_\_

**Catered by:** \_\_\_\_\_

**What areas are needed for food service?**

\_\_\_\_\_ **Portal** \_\_\_\_\_ **Kitchen** \_\_\_\_\_ **Grounds**

**Areas requested to be opened:** \_\_\_\_\_ **Main house**

South wing (conference room)  
 North Flank Parking area

South field parking area  
 Restrooms

**Setup & breakdown instructions and requests** (for events with tents, include tent set-up time/date): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Anticipated:** \_\_\_\_\_  
\_\_\_\_\_

Electrical requirements? \_\_\_\_\_

For what use? \_\_\_\_\_

Location of the equipment \_\_\_\_\_  
\_\_\_\_\_

**Checklist:**  Rental Amount  
 Proof of Insurance  
 Docents Needed

Damage deposit  
 Food Permit  
 Number of Monitors

Security is available at \$50 per hour

**Rider:**

Specific details, i.e. paying musicians or vendors out of our coffers or providing some detail of service and or equipment to facilitate event. Should be specified here.