

**PONDEROSA VALLEY WINERY**

**KIVA EVENT CENTER**



## Application and Fee Schedule

*Hosting: Weddings/Ceremonies, Group Picnics, Parties, Family Events*

*125 People Maximum*

3171 Highway 290

Ponderosa, NM 87044

Tel: 575-834-7487 Fax: 575-834-7073

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## Kiva Event Center Rental Application

<b>Name:</b>		<b>Email</b>
<b>Address</b>		<b>Telephone</b>
<b>City, State</b>	<b>Zip Code</b>	<b>Alternate Telephone</b>

### Venue

I would like to reserve Ponderosa Kiva Event Center for the following dates and times:

<b>Date:</b>	<b>Event Description:</b> <input type="checkbox"/> Group/corporate picnic <input type="checkbox"/> Family Event <input type="checkbox"/> Birthday/Graduation Party	<b>Start Time</b>
<b>Alternate Date:</b>	<input type="checkbox"/> Quinceñera <input type="checkbox"/> Wedding/Ceremony <input type="checkbox"/> Other _____	<b>End Time</b>
<b>Estimated Number of Guests:</b>		

### *For Weddings/Ceremonies Only*

<b>Bride's Name:</b>	<b>Wedding Planner/Coordinator:</b>
<b>Groom's Name:</b>	<b>Coordinator Contact Telephone Number:</b>

Ponderosa Winery will have exclusive alcohol service (wine) for all events that take place on the grounds. **Our wine growers liquor license does not allow beer or additional alcoholic beverages** to be dispensed, consumed or brought on to the Ponderosa Winery Kiva Event property.

## Ponderosa Winery – Kiva Event Center Fee Schedule

<b>Event</b>	<b>Duration</b>	<b>Price</b>
<b><i>Group Picnics, Parties, Family events</i></b>		
Tuesday – Friday	Minimum 4 hours	\$ 75/hour
Saturday	10 am – 5 pm	\$ 75/hour
Sunday	1 pm – 5 pm	\$ 75/hour
Damage Deposit	Refunded within 30 days after event	\$ 300
Clean-up fees for each event (non-refundable)		\$ 75

### ***Weddings/Quinceañeras/Ceremonies ♥***

#### **Includes set-up for up to 125 people**

0 – 49 people	\$ 600
50 – 99 people	\$ 800
100 – 125 people	\$ 1,000
Damage Deposit	Refunded within 30 days after event
Clean-up fees for each event (non-refundable)	\$ 75

### **Rental – Tables & Chairs**

1 – 49 people	\$ 125
50 – 99 people	\$ 175
100 – 125 people	\$ 225

Tents are available -- Ask for quote.

Local caterer available for events.

TAXES NOT INCLUDED IN PRICES

Maximum occupancy 125