



# City of Belen

Permit #

## Special Event Permit Application

**This application must be completed and returned to the Parks & Recreation, with all supporting documentation 30 days prior to the event.**

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_ Start / End Time: \_\_\_\_\_

Reason for the Event: \_\_\_\_\_

**THE PARKS AND RECREATION DEPARTMENT WILL OBTAIN ALL SIGNATURES.**

Belen Police Department: \_\_\_\_\_ James Harris, Chief

Belen Fire Department / Emergency Management: \_\_\_\_\_ Bret Ruff, Chief

Belen Fire Marshal: \_\_\_\_\_ Charles Cox, FMO

Belen Street Department: \_\_\_\_\_ Steven Petitt, Director

Planning & Zoning / GIS: \_\_\_\_\_ Steven Tomita, Director

Parks / Rec: \_\_\_\_\_ Joshua Kerns, Director

Risk & Safety: \_\_\_\_\_ Charles Eaton, Director

**All applicants must submit a Certificate of Liability Insurance, naming City of Belen as additional insured for a minimum of \$100,000.00.**

**If using a NMDOT right of way, a permit must be obtained through the New Mexico Department of Transportation and a copy must be submitted with this application.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Parks & Recreation Director: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF BELEN – SPECIAL EVENT/CITY SERVICES REQUEST FORM

Before requesting services, please ensure that the event meets the following requirements:

- Special Event Outside Regular City Sponsored Events.
- Event is open to the public and requires City Services.
- Form is received on (1) month prior to date of event.

Type of Organization:

\_\_\_\_\_  
Private Sector/ Public Sector or Gov't Entity

Date: \_\_\_\_\_

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Primary Contact

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date of Event                      Time of Event                      Expected Attendance

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Location of Event

\_\_\_\_\_  
Email Address

**City Services for Request**

Please indicate the necessary services and include approximate hours of total service. A request for service does not guarantee availability or approval of services. In-kind Service or Marketing will be discounted in Final Price.

Available Services/Times Needed for Service	Base Cost	Quantity Total	Final Cost
<input type="checkbox"/> Police Services _____ HRS	\$42.00/HR		
<input type="checkbox"/> Fire/Emergency Medical Services ___ HR(S)	\$30.00/HR		
<input type="checkbox"/> Fire/ladder Truck with operators ___ HR(S)	\$50.00/HR		
<input type="checkbox"/> Chairs	\$2.00 EA		
<input type="checkbox"/> Tables	\$10.00 EA		
<input type="checkbox"/> Stage & Set up	\$400.00EA		
<input type="checkbox"/> Bleachers	\$100.00EA		
<input type="checkbox"/> Street and Set Up Services ___ HR(S)	\$20.00/HR		
<input type="checkbox"/> Electrical Hookups	\$50.00		
<input type="checkbox"/> Water Usage up to 3,000 Gallons	\$23.11		
<input type="checkbox"/> Park Rental (Please provide verification of rental availability)	\$275.00		
<input type="checkbox"/> Facility Rental (Please provide verification of rental availability)	\$500.00		
<input type="checkbox"/> Parking Lot Rental (Refundable \$300 Deposit)	\$130.00		
<input type="checkbox"/> Road Closure (If state road, Traffic Control Permit required.*)	NMDOT		
<input type="checkbox"/> Barricades	\$8.00		
<input type="checkbox"/> Traffic Cones	\$5.00		
<input type="checkbox"/> Other _____			
Total Due Before Event=		In-Kind/ Marketing Service	

