



City of Belen

Special Event Permit Application

PERMIT # _____

This application must be completed and returned to the Risk & Safety Manager, 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 APPLICANT MUST OBTAIN THE FOLLOWING SIGNATURES PRIOR TO SUBMISSION OF THE APPLICATION.

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

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: _____

Risk & Safety Manager: _____

Date: _____



CITY OF BELEN - SPECIAL EVENT/CITY SERVICES REQUEST FORM

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

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

SE-1

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 _____

Emailing Address _____

City Services for Request

Please indicate the necessary services and include approximate hours of total service. A request for services 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 Costs
<input type="checkbox"/>	Police Services _____ HR(S)	\$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	\$400.00 EA		
<input type="checkbox"/>	Bleachers	\$100.00 EA		
<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	