



City of Belen

Permit #

Special Event/Facility Use 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: _____

Park to be used: (Please check one)

Eagle Park: Pavilion _____ Grass Field _____ Other _____

Anna Becker Park: Pavilion _____ Gazebo _____ Other _____

Organization or group will be assessed the cost of repairs and or replacement of damaged property and/or equipment as determined by administrative personnel. Area used **MUST BE LEFT CLEAN.**

GRILLS ARE NOT ALLOWED ON THE CEMENT.

ABSOLUTELY NO VEHICLES ON GRASS AT ANY TIME!

Facility to be used: please check one

Multi-Use Room: ___ Arts & Crafts Room: ___ Classroom: ___ Business Center: ___

Old City Hall Office: ___ Old City Hall Lobby: ___ Other: ___

1. The community center will provide tables, chairs and trash receptacles. Renter **MUST** provide their own trash liners.
2. Rental party will be assessed rental fees and a cleaning deposit. Rental fees and cleaning deposits are required to be in the form of a check or money order **however; cash is required for rental fees paid ONE week prior to scheduled event. Failure to do so will result in cancellation of event.**
3. Absolutely no alcoholic beverages allowed. No smoking allowed in the facility. Smoking is allowed outside of building, cigarette butts must be properly disposed of. **Any violation of the stated ordinances is caused for termination of the deposit or discontinuance of the event.**

4. Cleaning deposits will be returned **ONLY** if the building and parking lots are left clean and tables and chairs are undamaged. Deposits will be returned the next business day.

Multi- Use Room: \$250 Deposit \$75.00 per hour

Arts & Crafts/Classroom: \$75 Deposit \$50 per hour

Business Center: \$300 Deposit \$150 per hour

Old City Hall Office: First Day: \$20 per hour or \$80 a day, thereafter \$10 per hour or \$40 a day

Old City Hall Lobby: First Day: \$40 per hour or \$200 per day, thereafter \$20 per hour or \$100 a day

Non Refundable Sanitation fee: \$50 or \$25 depending on building in use.



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:

| | | | |
|---|---------------|---------------------|-----------------|
| _____ | | | Date: _____ |
| Private Sector/ Public Sector or Gov't Entity | | | |
| _____ | | _____ | |
| 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 | \$60.00/HR | | |
| <input type="checkbox"/> Fire/Emergency Medical Services __ HR(S) | \$40.00/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"/> Mosquito Spray | \$50.00 | | |
| <input type="checkbox"/> Restrooms | \$50.00 | | |
| <input type="checkbox"/> Boom Truck with Operator _____ HRS | \$50.00/HR | | |
| <input type="checkbox"/> Late Fee Between 0-10 days- | \$150 | | |
| <input type="checkbox"/> Late Fee Between 11-20 Days- | \$100 | | |
| <input type="checkbox"/> Late Fee Between 21-30 Days- | \$50 | | |
| Other _____ | | In-Kind/ Marketing Service | |
| Total Due Before Event= | | | |

*Police Services: 0-249 People- 0 officers

250-500 People- 1 Officer

500-1000 People- 2 Officers

*Police and Fire: No charge for parade

*Road Closures and Inkind donations can only be approved by City Manager.

Belen Police Department: _____ Chief Date: _____
 Belen Fire Department: _____ Chief Date: _____
 Belen Fire Marshal: _____ FMO Date: _____
 Belen Street Department: _____ Director Date: _____
 Planning & Zoning / GIS: _____ Director Date: _____
 Parks / Rec: _____ Director Date: _____
 City Manager (Road closures, Inkind donations only): _____ Director Date: _____

All applicants must submit a Certificate of Liability Insurance, naming City of Belen as additional insured for a minimum of \$1,000,000.00.

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.

We are not responsible to coordinate/contact private businesses for events.

Acknowledgement of Policy and confirmation of Application:

By signing this application, the Primary Event Organizers acknowledges that they have received a Copy of the City Event Policy and agree, to abide by all parts of this policy, at all times. The Primary Event Organizer affirms that all information provided within this application is true and correct to the best of their knowledge

Signature of Applicant: _____ **Date:** _____

Tourism Coordinator: _____ **Date:** _____

Office use only

Fee: \$ _____ **Check #:** _____ **Cash:** _____ **Receipt #:** _____ **Employee:** _____
Deposit: \$ _____ **Check #:** _____ **Date Returned:** _____ **Returned to:** _____
Turn off Irrigation _____ **Other** _____
Electricity (\$50.00 Fee) _____