



**CITY OF BELEN
COMMUNITY CENTER**

305 EAGLE LANE
BELEN, NEW MEXICO 87002
(505) 966-2700 - (505) 966-2702
www.explorebelen.com

Special Event Vendor Form

Event Date(s) _____

Type of Booth: Food _____ Craft _____ Info _____ Other _____

Name: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Email _____

Electricity: **Circle One** Yes or No

Please list all items that will be sold or given away at this booth:

Special Requests:

- Please note that all spaces are 10x10. Additional space must be paid for. **No sharing spaces.**
- Propane tanks must be tied down.
- Cords of any type must not be a tripping hazard to anyone.
- Must provide a minimum of one ABC #10 fire extinguisher per pace, 2-gallon type K if grease frying.
- Tarps and/or canopies must be secured or tied down.
- All vendors must provide their own good, quality UL approved outdoor power cords. **No electric heaters!**
- Food vendors must acquire proper permits prior to event.
- The City of Belen **WILL NOT BE RESPONSIBLE OR LIABLE** for any vendor damaged property or equipment that may occur during the course of the event.

I will take full responsibility to control the actions of the group I represent at each special event. We will clean our area of trash and litter at the end of said activities. In signing this document, I relieve the City of Belen and all of its employees/volunteers of any malfunctions, accidents and all injuries that may occur during my vending capacity.

Signature _____ Date: _____

OFFICE USE ONLY

FEE: \$ _____ CHECK# _____ CASH _____ RECIEPT# _____ EMPLOYEE _____