



Permit #

City of Belen

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!

ABSOLUTELY NO SPRAYPAINTING THE GRASS OR ANYWHERE ON PARK PROPEERTY!

DON'T BLOCK SIDEWALKS OR ENTERENCES INTO THE PARK!

Facility to be used: please check one

Multi-Use Room: ____ Arts & Crafts Room: ____ Gymnasium: ____ Business Center: ____

Old City Hall Office: ____ Old City Hall Lobby: ____ Other: ____

Location: _____

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:

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/Hours Needed for Service	Base Cost	Times/Days Needed for Service	Quantity Total	Final Cost
<input type="checkbox"/> Police Services _____ HRS	\$60.00/HR			
<input type="checkbox"/> Fire/2 Personnel per truck __ HR(S)	\$80.00/HR			
<input type="checkbox"/> Ems/2 Personnel per truck __ HR(S)	\$80.00/HR			
<input type="checkbox"/> Fire/ladder Truck __ 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"/> Barricades	\$8.00 EA			
<input type="checkbox"/> Traffic Cones	\$5.00 EA			
<input type="checkbox"/> Mosquito Spray	\$50.00			
<input type="checkbox"/> Street Signs	\$15.00EA			
<input type="checkbox"/> Restrooms	\$50.00			
<input type="checkbox"/> Electrical Hookups	\$50.00			
<input type="checkbox"/> Water Usage up to 3,000 Gallons	\$23.11			
<input type="checkbox"/> Park Rental	\$275.00			
<input type="checkbox"/> Facility Rental	\$500.00			
<input type="checkbox"/> Parking Lot Rental (Refundable \$300 Deposit)	\$130.00			
<input type="checkbox"/> Boom Truck _____ HRS	\$50.00/HR	Not Rentable at this time		
<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			
<input type="checkbox"/> Road Closure (If state road, Traffic Control Permit required.*)	NMDOT			
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)

*Road Closures and In-kind donations can only be approved by City Manager.

Required Signatures for Approval

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, In-kind 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.

PARADE AND PRECESSION DEFINITION:

The City of Belen wants to clarify the difference between a parade and a procession so that anyone who fills out a special event permit form knows the cities understanding of both for any event that are held in the City of Belen city Limits.

The City of Belen definition of Parade: For a parade traffic needs to be stopped for safety of the public.

The definition of a parade according to the City of Belen standards is a large number of people marching, walking, or riding in vehicles, all moving in the same direction, usually in a formal way as part of a public celebration: (Cambridge Dictionary) Parades have floats, marching bands, animals, music and decorations as the public celebration or event moves down the street.

Procession: a procession has to follow and abide by the laws and rules of traffic lights and traffic.

A Procession is a line of people who are all walking or traveling in the same direction, especially in a formal way as part of a religious ceremony or a public celebration: (Cambridge Dictionary)

HOLD HARMLESS CLAUSE:

The Organization or group hereby agrees to indemnify and hold harmless the City of Belen, New Mexico, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, or expenses arising out of the event or any activity associated with the organization or group's conduct or operation of the event including but not limited to, claims for personal or bodily harm, disease or death, or injury to or destruction of property, including without limitation to attorney fees and court costs incurred or to be accrued in the defending any actions brought against them as a result of the organization or group's use of public property or operation of the event.

The parties acknowledge that the Event Sponsor or its agents are not an agent or employee of the City of Belen, and they have no authority to conduct, incur liabilities, obligate, nor commit City in any form, fashion, or manner.

INSURANCE REQUIREMENTS:

Proof of insurance is required for all events prior to the event if necessary and applicable. If applicable, the organization or group must provide a Certificate of Insurance along with the completed application to the City Manager's Office. Failure to provide said coverage in a timely manner is grounds for non-insurance or revocation of the permit if requested by the City.

LIABILITY WAIVER:

The organization or group agrees for itself and its employees, agents, or volunteers associated or to be associated with the permit being sought, to waive and relinquish all claims that may result in any manner against the City, its agents, public officials, officers, employees and authorized volunteers from said sponsored event or activity.

MISCELLANEOUS

This Application does not create, nor does either party to this Application intend to create any right, title, or interest in or for the benefit of any person other than the City or the Event Organizer or Group, and no person shall claim any right, title, or interest under this Application, or seek to enforce this Application as a third-party beneficiary of this Application or Otherwise.

Each party shall be solely responsible for fiscal or other sanctions occasioned because of its own violation or alleged violation of requirements applicable to the performance of the Application. Each party shall be liable for its action subject to the immunities and limitation of the New Mexico Tort Claims Act.

This application shall be constructed in accordance with the laws of the State of New Mexico. The parties Agree that proper venue shall be Colfax County District Court (8th Judicial District Court).

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:** _____

Risk & Safety: _____ **Date:** _____

Office use only

Fee: \$ _____ **Check #:** _____ **Cash:** _____ **Receipt #:** _____ **Employee:** _____

Deposit: \$ _____ **Check #:** _____ **Date Returned:** _____ **Returned to:** _____

Turn off Irrigation _____ **Other** _____

Electricity (\$50.00 Fee) _____