**** 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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** |
| * Police Services \_\_\_\_ HRS | $46.00/HR |  |  |
| * Fire/Emergency Medical Services \_\_ HR(S | $40.00/HR |  |  |
| * Fire/ladder Truck with operators \_\_ HR(S) | $50.00/HR |  |  |
| * Chairs | $2.00 EA |  |  |
| * Tables | $10.00 EA |  |  |
| * Stage & Set up | $400.00EA |  |  |
| * Bleachers | $100.00EA |  |  |
| * Street and Set Up Services \_\_ HR(S | $20.00/HR |  |  |
| * Electrical Hookups | $50.00 |  |  |
| * Water Usage up to 3,000 Gallons | $23.11 |  |  |
| * Park Rental (Please provide verification of rental availability) | $275.00 |  |  |
| * Facility Rental (Please provide verification of rental availability | $500.00 |  |  |
| * Parking Lot Rental (Refundable $300 Deposit) | $130.00 |  |  |
| * Road Closure (If state road, Traffic Control Permit required.\*) | NMDOT |  |  |
| * Barricades | $8.00 |  |  |
| * Traffic Cones | $5.00 |  |  |
| * Mosquito Spray | $50.00 |  |  |
| * Restrooms | $50.00 |  |  |
| * Boom Truck with Operator \_\_\_\_ HRS | $50.00/HR |  |  |
| * Late Fee   Between 0-10 days- | $150 |  |  |
| * Late Fee   Between 11-20 Days- | $100 |  |  |
| * Late Fee   Between 21-30 Days- | $50 |  |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | In-Kind/ Marketing Service |  |
| Total Due Before Event= |  |  |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk & Safety/ Emergency Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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) \_\_\_\_\_\_\_\_**