



Town of Bernalillo

"The City of Coronado"

Mayor
Jack Torres

Council
Marian A. Jaramillo
Tina Dominguez
Dale R. Prairie
Ronnie A. Sisneros

Town of Bernalillo Special Event Permit Application

The Town of Bernalillo requires this SPECIAL EVENT APPLICATION to be completed, signed and returned to Town Hall a minimum of ten (10 days) prior to your event. Complete this application if your event:

- will interfere with vehicular or pedestrian traffic (occurs on City streets or rights-of-way), or
- will take place on public property
- will be using any type of apparatus (including air-filled jumpers/sliders)
- or the nature of the event is deemed necessary for exclusive use by the Public Works Department or the Economic and Community Development Department.

Special events include but are not limited to block parties, parades, filming, street fairs, arts/crafts fairs, carnivals, car shows and other special events which interfere with pedestrian or vehicular traffic.

If your event requires the use of one of the Town's parks, outside recreational facilities, and pavilion shelter, please complete the FACILITY USE APPLICATION.

NOTE: A special event permit is not a permit to violate Town codes, ordinances, rules, or regulations, i.e.: noise violations. If a violation occurs, it may result in citation(s) issued to the event applicant/responsible person.



SPECIAL EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: _____

Event Website: _____

Complete Description of Event: _____

Date of Event: _____ Time: _____ (a.m./p.m.) to: _____ (a.m./p.m.)

Date of Event: _____ Time: _____ (a.m./p.m.) to: _____ (a.m./p.m.)

Date of Event: _____ Time: _____ (a.m./p.m.) to: _____ (a.m./p.m.)

Location of Event: _____

Estimated Number of Participants/Spectators: _____

CONTACT INFORMATION

Name of Applicant: _____

Email: _____

Address: _____

Home Phone: _____

City, State, Zip: _____

Work Phone: _____

Name of Organization: _____

Email: _____

Address: _____

Office Phone: _____

City, State, Zip: _____

Person(s) in Charge on Day of Event: _____

Email: _____

Address: _____

Mobile Phone: _____

City, State, Zip: _____

Person(s) in Charge on Day of Event: _____

Email: _____

Address: _____

Mobile Phone: _____

City, State, Zip: _____



SPECIAL EVENT PERMIT APPLICATION

GENERAL INFORMATION

Will you be blocking any streets or parking spaces? Yes No
(For block parties, fill out and attach "The Resident's Agreement for Street Closures and Blockages")

Will the event be held on private property? Yes No
(A letter of permission from the private property owner must be attached)

Do you have a Traffic/Control or Security Plan? *(Required for street/lane closures)* Yes No
(Attach Plan - Contact a traffic control company for info)

Describe Traffic/Control or Security Plan *(Required for any street/lane closures)*: _____

Will you be selling Food or Beverages? Yes No
(Contact the State of New Mexico Environment Department for permit information. A copy of permits received from the Environment Department should be attached to this application)

Will you be selling any Merchandise? Yes No

Vendors: (attach separate sheet if more than four vendors)

- | | | |
|----------|-------------------------------|--------------------------------------|
| 1. _____ | <input type="checkbox"/> Food | <input type="checkbox"/> Merchandise |
| 2. _____ | <input type="checkbox"/> Food | <input type="checkbox"/> Merchandise |
| 3. _____ | <input type="checkbox"/> Food | <input type="checkbox"/> Merchandise |
| 4. _____ | <input type="checkbox"/> Food | <input type="checkbox"/> Merchandise |

Will you be using Amplification equipment? Yes No

Will you have Medical Aid Stations on site? Yes No

Will the event involve any open burning? Yes No
(Permission and permits required from the Town of Bernalillo Fire Department)

Will the event involve any open flame cooking? Yes No
(Permission and permits required from the Town of Bernalillo Fire Department)

Will event involve the use of tent or canopy over 400 sq. ft.? (20' x 20')? Yes No
(Permission and permits required from the Town of Bernalillo Fire Department)

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: _____



SPECIAL EVENT PERMIT APPLICATION

ROUTE INFORMATION (for parades, walks, runs, etc.)

Events taking place on NM 313 (Camino Del Pueblo) or US Hwy 550 will require a permit from the New Mexico Department of Transportation which needs to be attached to this application

Assembly Location: _____ Floats: Yes No
Assembly Time: _____ Number: _____
Event Start Time: _____ Type: _____
Completion Point: _____

DETAILS OF EVENT

Route Map Must Be Attached

Blockage/Closure Time: _____ (a.m./p.m.) to: _____ (a.m./p.m.)

Location of Street/Sidewalk Blockage/Closure(s): _____

INSURANCE

A certificate of insurance naming the Town as an additional certificate holder, covering the event in the policy for an amount of one million dollars (1,000,000,000) per occurrence, is required for special events. Certificates of insurance must show the name of the event, dates of coverage, and the date, time, and location of the event. The person/organization listed on the certificate must be the applicant. A copy of the certificate must be provided to the Town before the Town will approve the special event application.

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____
(required)

