



city of albuquerque

Parks and Recreation Department

Mayor Richard J. Berry

Barbara Baca, Director

Balloon Fiesta Park 2013

Fiesta on the Green

9401 Balloon Museum Drive NE, Albuquerque, NM 87113

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When application is completed, please email, FAX or mail to either:

Email: smadrid@cabq.gov

Email: emcgivern@cabq.gov

FAX: 505 768-6046

FAX: 505 768-6046

MAIL:

Stephen Madrid

Parks and Recreation Department

1801 Fourth Street NW

Albuquerque, NM 87102

505-768-6044

MAIL:

Elaine McGivern

Parks and Recreation Department

1801 Fourth Street NW

Albuquerque, NM 87102

505-768-6062

Fiesta on the Green – User Check List

THE EVENT RESERVATION APPLICATION NEEDS TO BE SUBMITTED NOT LATER THAN 30 DAYS PRIOR TO EVENT

Non-refundable Application Fee attached:

☐ \$100.00

Note: If claiming “Non-Profit” Status, please provide proof of Non-Profit Status (e.g. Articles of Incorporation, Determination Letter for 501c3, or information as to why a nonprofit status should be considered for community or service groups.

ONCE THE APPLICATION IS SUBMITTED, REVIEWED AND ACCEPTED THE APPLICANT MUST ENSURE THE FOLLOWING ARE COMPLETED:

CHECK LIST FOR COMPLETED FIESTA ON THE GREEN USE PERMIT:

- ☐ If needed, Provide a copy of the caterer's operator's license, and a copy of a special dispenser's permit if serving alcohol
- ☐ If needed, Provide required insurance certificate.
- ☐ Provide payment for damage deposit, usage fee, etc. (see page 6 of application)

THE APPLICATION REQUIREMENTS MUST BE MET PRIOR TO THE PRE-EVENT MEETING, NOT LATER THAN 7 DAYS PRIOR TO EVENT. If the permit is not completed within the required time frame, the permit could be cancelled or additional charges applied.

*It is up to the applicant to conform to the current laws and requirements and assure that the event has all the necessary permits and remains in compliance throughout the entire event. **Failure to comply with the requirements can result in a charge to the damage deposit, shutdown of the event and possible legal ramifications.***

Fiesta on the Green – Application Process 2013

Application Process:

1. Contact the Parks and Recreation Department concerning availability of use at the facility. THE AFTER HOURS EMERGENCY PHONE NUMBER IS 505-228-3144
2. Fill out the attached Event Reservation Application.
3. Sign the declaration section on the Fiesta on the Green Use Application.
4. Attach a sketch of other information about the proposed event layout.
5. Return the completed application with a \$100.00 fee to the contact name provided on page 1.



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Event Reservation Application

PART I. EVENT PLANNING INFORMATION

Name of Event: _____

Type of Event: ☐ Wedding ☐ Graduation ☐ Other _____

Date(s) of Event: _____

Event Timeline: Set-up: _____ Event: _____ Take down & departure: _____

Area of Facility to be used: Banquet room ☐ Bar ☐ Patio ☐ Kitchen prep area ☐
Upper deck ☐

Projected Number of Participants: _____

Event Sponsor (nonprofit only): _____

For Non Profit status attach appropriate proof or statement

Contact Person responsible for event: _____

Address: _____

Phone #: _____ Email Address: _____

Emergency Name and Phone Number for the event (not event organizer):

PART II. SPECIFIC EVENT INFORMATION

1. FOOD AND BEVERAGES

a. **Serving Food:** Yes ☐ No ☐

Using Kitchen facilities: Yes ☐ No ☐ (cold food preparation and use of refrigeration only)

Caterer Company Name: _____

Address: _____ Phone #: _____

No permit from Environmental Health is required for private parties, picnics, bake sales, etc.

b. **Serving Alcohol:** Yes ☐ No ☐

Serving Company Name: _____

Contact Name: _____ Phone #: _____

ALL VENDORS ARE REQUIRED TO BE REGISTERED WITH THE STATE AND CITY AND OBTAIN REQUIRED PERMITS AND APPROVALS.

One security person is required/100 quests. Company Name:

- a. Will a **STAGE or DANCE FLOOR** be used? **yes** ☐ **No** ☐
If yes: DJ ☐ Band ☐ Other ☐
- b. Will **AMPLIFIED SOUND** and/or **MUSIC** be used? **Yes** ☐ **No** ☐
If **YES**, describe (How will sound be monitored?): _____
If the sound is on the upper deck or patio, the applicant will ensure that any amplified sound is kept to a minimum and sound will remain within the guidelines of the City noise permit and be directed away from the adjacent neighborhoods. Sound must end by 10:00pm.
A sound permit will be required.
- c. Event sponsor will provide person to direct traffic to parking at the event if determined to be necessary.

- Is this a **PUBLIC** event? Yes ☐ No ☐
If **YES**, how will you **PROMOTE** your event? : _____
If **NO**, are you proposing to **RESTRICT PUBLIC** access in any way? Yes ☐ No ☐
If **YES**, please describe: _____
- Will you have **SALES** or be collecting **DONATIONS**? Yes ☐ No ☐
If **YES**, please explain: _____
- FEES:**
 - Will you be **CHARGING ADMISSION**? Yes ☐ No ☐
 - Will tickets be **PRE-SOLD**? Yes ☐ No ☐
 - Will **RE-ADMISSION** be allowed? Yes ☐ No ☐
- If this is not a private event, the City of Albuquerque requires liability **INSURANCE** of \$1,000,000 with the City named as additional insured. (A note on the certificate is required that indicates: "Should any of the above described policies be cancelled or modified before the expiration date thereof, the issuing company will mail 30 days prior written notice to the certificate holder named to the left.")
Can you or your organization provide this level of insurance?
Yes ☐ No ☐

PART IV. DECLARATION

I _____ do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the Parks and Recreation Department. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by the Parks and Recreation Department, Albuquerque Police Department or Fire Department, if in their opinion, the event becomes a public nuisance, or violations of statutes or ordinances are committed by any participant or any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

I also acknowledge that I have reviewed the current Fee Schedule and I understand the fees and charges for use of the park.

The event is not approved until the Parks and Recreation Department returns this agreement signed to the event sponsor.

Signature of Applicant

Date

Parks & Recreation Department
1801 Fourth Street NW
Albuquerque, NM 87103

Parks & Recreation Facility Representative

Date

_____ Approved

_____ Denied

PART IV. FEES: (INFORMATION TO BE FILLED OUT BY PARKS AND RECREATION)

Event Name: _____

Event Date: _____

\$100.00

Application Fee (nonrefundable, applies to the rental fee)

Additional fee for expedited applications that are turned in later than the above application deadlines

Facility Usage Fee

Anticipated Extraordinary Maintenance Costs

\$500.00

Refundable Damage/ Performance Deposit

Sub Total

If Applicable – 10% Liquor Surcharge

Total

ARE INSURANCE DOCUMENT REQUIREMENTS MET? (LIABILITY INSURANCE OR LIQUOR)

Yes _____

Date Received: _____

NOTES:

1. Fees do not include security, or other City of Albuquerque permitting costs.
2. Fees are based on approved current Fiesta on the Green Fee Structure.
3. All vendors/businesses are required to be registered with the State and the City to do business in Albuquerque and the State of New Mexico.

PENDING ITEMS FOR APPLICANT:

PENDING ITEMS FOR CITY:

Restrictions

Applicable Ordinances (Variance from Mayor's Office is required):

10-1-1-4 Park Property; 10-1-1-4 Sanitation; 10-1-1-6 Traffic; 10-1-1-7 Recreational Activities; 10-1-1-7; 10-1-1-8 Merchandising, Advertising and Signs; 10-1-1-10 Park Operating Policy

Selected Excerpts from City Ordinances:

- No vandalism
- No dumping of garbage or rubbish.
- If no receptacles are provided, the responsible party shall carry all rubbish or waste away from the park.
- No engaging in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, model airplanes, and roller skate) in areas that have not been designated for that use.
- Vending and Peddling: Except as a licensed concessionaire by City and under the authority and regulation of the Mayor.
- No Advertising: Except as licensed concessionaire and under the authority and regulation of Mayor.
- No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of Mayor.
- No Dogs allowed at events (unless approved in advance)

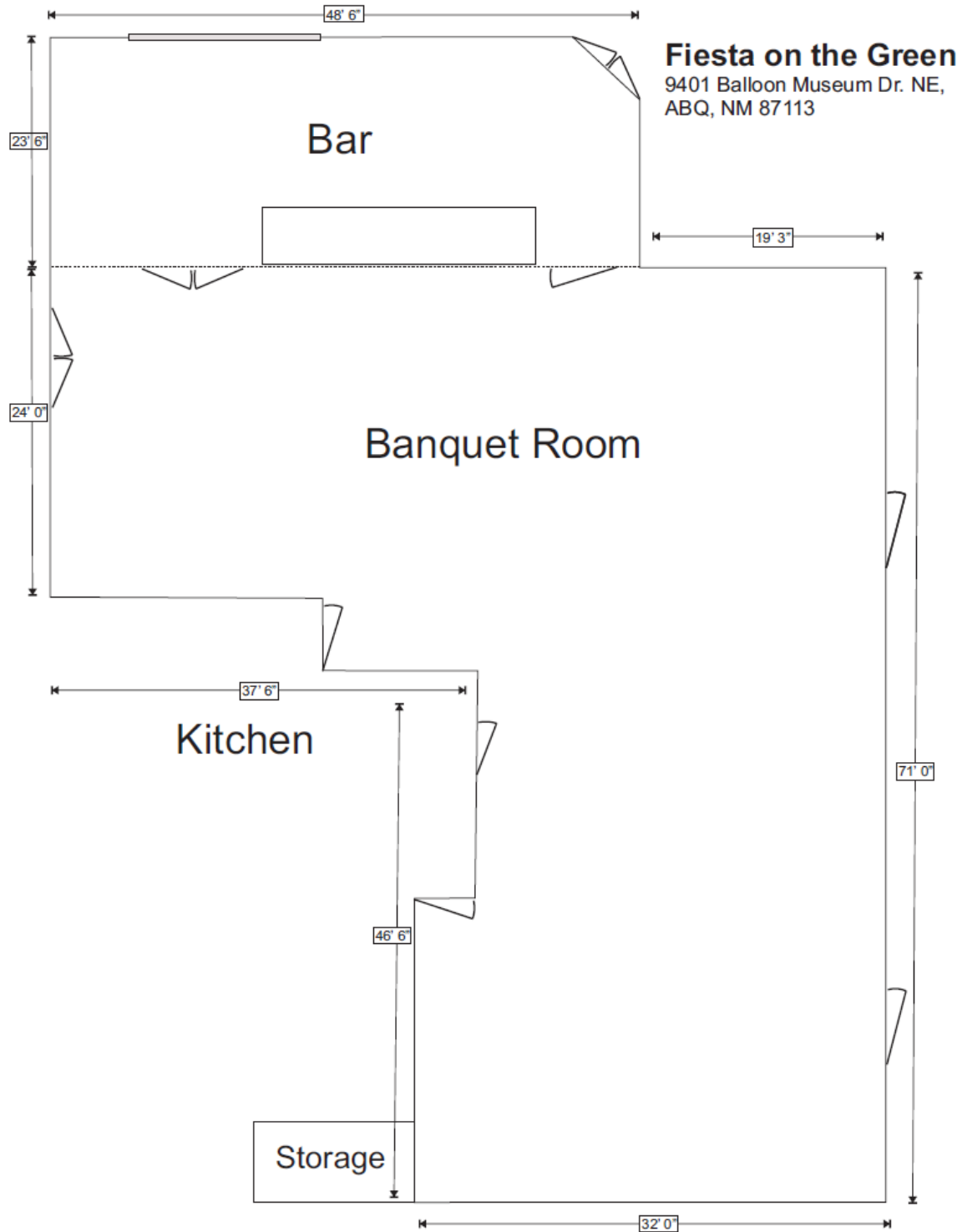
Other Rules:

- The facility will be open for decorating beginning at 9:00am the day of the rental
- The facility closes at 12:00 midnight. All clean-up must be done by that time, facility vacated and doors locked. For every part of a half hour past midnight, the charge to the damage deposit will be \$50.00
- Area of use is defined by the white fence separating the patio area from the Driving Range. No guests are permitted on the grounds of the golf course. Serious violation will result in a \$50.00 charge to the damage deposit.
- Clients will remove decorations and trash from area used. Trash will be placed in provided bags and placed _____.
- The kitchen area is to be used for staging food services only, no cooking.
- No alcohol is permitted within the facility or outside in the parking lot other than the alcohol dispensed by a licensed caterer with a Special Distribution Permit. Violation of the alcohol policy will result in closing of the legitimate alcohol distribution and forfeit of the \$500.00 damage deposit
- Professional security personnel are required for events serving alcohol. One security person is required per 100 guests: 1 security/0-99 guests, 2 security/100-199 guests, 3 security/200-299, and 4 security for 300 or more guests.
- Candles and lanterns (open flame) are not permitted on facility grounds
- A sound permit from the City of Albuquerque is required for music played outdoors during and event. Contact Mike Tressell, 505-768-3580

I have read the above Ordinances and Rules. I understand them and agree to follow them.

Client Signature: _____ Date: _____

Attachment 1 – FACILITY LAYOUT - 2013



Attachment 2 – FEE SCHEDULE - 2013

FIESTA ON THE GREEN FEE SCHEDULE

Areas of Facility	Commercial Rates	Non-Commercial Rates
Meeting Room/Banquet room: Banquet room, bar patio and kitchen (restrictions to kitchen apply)	\$800/Day	\$400/Day
Deck: Upstairs above the meeting room	\$400/Day	\$200/Day

*** Parks and Recreation Department, City of Albuquerque, will work with civic groups and associations on a case by case basis to provide the facility at no-charge for events. The event must be on a week day and during the time the facility is staffed.