



Balloon Fiesta Park 2013

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

Email: asrice@cabq.gov

FAX: 505 768-6046

MAIL:

Susan Rice

Parks and Recreation Department

1801 Fourth Street NW

Albuquerque, NM 87102

505-768-6050

Balloon Fiesta Park – User Check List

THE EVENT RESERVATION APPLICATION NEEDS TO BE SUBMITTED NOT LATER THAN:

1. Concerts, sales or larger events **45 DAYS PRIOR TO EVENT**
2. Runs, smaller events **30 DAYS PRIOR TO EVENT**

Non-refundable Application Fee attached:

- \$35 For Runs and Walks or small events scheduled at the park
- \$100 For larger events (more than 3,000 people) that will include amplified sound, significant number of participants, alcohol, fireworks or use of a major portion of the park, or if food, beverage or merchandise will be sold, paid admission, etc.

- \$100 Additional fee for expedited applications that are turned in later than the above application deadlines

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 BALLOON FIESTA PARK USE PERMIT:

- Completed COA Special Event Application/ Permit? This COA Special Event Application/ Permit provide the required approvals for other City Departments your event. Chief's Office of APD is the last signature on Permit.
- Notify Balloon Fiesta Park Stakeholders.
- Provide a list of vendors for the proposed event. *All vendors must be registered with City and the State.*
- If needed, complete Park User Agreement.
- Provide required insurance certificate.
- Provide payment for damage deposit, park usage fee, etc. (see page 8 of application)

THE APPLICATION MUST BE EXECUTED 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 suggested by the City departments can result in a shutdown of the event with possible legal ramifications.

Balloon Fiesta Park – Application Process 2013

Application Process:

1. Review the 2013 Balloon Fiesta Park Reservation Map, Park Information Flyer, and 2013 Approved Fee Schedule.
2. Contact the Parks and Recreation Department concerning availability of use at the park. THE AFTER HOURS EMERGENCY PHONE NUMBER IS 505-228-3144
3. Fill out the attached Event Reservation Application.
4. Sign the declaration section on the Park Use Application.
5. Attach a sketch of other information about the proposed event layout.
6. Usage of the park may be coordinated with other activities. Exclusive usage of the launch field can only be guaranteed if the entire field is reserved.

After you have completed these steps, your application will be reviewed and the following options will occur:

Option 1: For walks, runs and small events (no food, beverage or merchandise sales) your application may be approved by the Parks and Recreation Department. The Parks and Recreation Department will issue you a Balloon Fiesta Park Event Permit if approved.

Option 2: For larger events that will include amplified sound, significant number of participants, alcohol, fireworks or use of a major portion of the park:

- ✓ The Balloon Fiesta Park Commission (e.g. representatives from nearby neighborhoods, the Albuquerque International Balloon Fiesta Event, local industry etc.) will review the proposed event. **The Commission usually meets the second Tuesday of the month.** The completed Balloon Fiesta Park Application must be returned to the Parks and Recreation office 7 days prior to the Commission meeting for the Commission to consider the event.
- ✓ The City Community Events Committee (e.g. Police, Fire, Traffic, Environmental Health, Zoning, Neighborhood Coordination, etc.) will review your event. This Committee provides a “One Stop Shop” opportunity for proposed events to be reviewed. The Community Events Committee meets second and fourth Friday of every month; call 505-768-3580 to schedule a meeting). Items covered:

Street Closures	Tents	Trash Pickup
Musical Performances/ amplified sound	Alcohol Dispensing	Barricading
Dust Control	Police Services	Fire Department

LAST SIGNATURE FOR APPROVAL IS CHIEF’S OFFICE, POLICE DEPARTMENT. The Parks and Recreation Department will only approve an application if these steps are completed.



Balloon Fiesta Park 2013

Event Reservation Application (see separate application for Fiesta on the Greens rental)

PART I. EVENT PLANNING INFORMATION

Name of Event: _____

Description: _____

Date(s) of Event: _____

Time of Event: _____

Start (including setup time) End (including take down time) Heaviest Use Period?

Area of Park to be used (see map for designated areas): _____

Projected Number of Participants: _____

Event Sponsor: _____

For Profit: Yes No

For Non Profit status attach appropriate proof or statement

Contact Person responsible for conduct of activity address: _____

Address: _____

Phone Number: Voice: _____ Mobile: _____ Fax: _____

Email Address: _____

Emergency Name and Phone Number for the event (please provide two phone numbers): _____

PART II. SPECIFIC EVENT INFORMATION

1. Have you or your organization sponsored a **SIMILAR SIZED EVENT**? If yes, please provide **EXAMPLES** from the last two years with name and phone contacts (on attachment if necessary): _____
2. 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.")
 AMAFCA will also be named as additional insured if applicable
 Can you or your organization provide this level of insurance?
 Yes No
3. 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: _____

4. Will you have **SALES** or be collecting **DONATIONS**? Yes No

If **YES**, please explain: _____

5. **FEES:**

- a. Will you be **CHARGING ADMISSION**? Yes No

- b. Will tickets be **PRE-SOLD**? Yes No

- c. Will **RE-ADMISSION** be allowed? Yes No

6. **FOOD AND BEVERAGES**

- a. Do you want to **SERVE** or **SELL ALCOHOL**? Yes No

If yes, please describe: _____

Please Note: If the Applicant is authorized to sell or serve liquor at the proposed event, then the Applicant will be required to have \$1 million liquor liability insurance identifying the City as additionally insured and will be required to obtain a Special Dispenses Permit. **If liquor is sold as part of an event, an additional 10% Liquor Surcharge will be charged. (Excluding existing leases).**

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

Security is required with events serving alcohol. Name of Security Company: _____

- b. Do you want to **SELL**, **SERVE** and/or **COOK** food (circle which ones) Yes No

If cooking, describe heat source (propane, etc.): _____

Note: Environmental Health permits will be required for all cooking facilities for an event where food will be sold by vendors or sponsors of the event. Fire inspections, tent and zoning permits may be required. No permit from Environmental Health is required for private parties, picnics, bake sales, etc.

7. What **UTILITIES** will you need? (Water, Power) _____

8. **EVENT SETUP:**

- a. Will **TENTS** be used (definition: enclosed on four sides): Yes No

If yes, please describe (include information concerning size, location and number, and **layout map**. Please note, sandbag and staking on grass only): _____

- b. Will Canopies be used? (Definition: walls on two sides?) Yes No

- c. Will **FENCING** be used? Yes No

If **YES**, freestanding? Yes No

- d. Will **STAGES** be used? Yes No

If yes, please describe (include information concerning size, location and number): _____

- e. Will **VEHICLES** be used? Yes No

If yes, describe number, type, purpose and where the vehicle is to be driven (For multi-day events, please provide vehicle number breakdown per date): _____

- f. Will **AMPLIFIED SOUND** and/or **MUSIC** be used? Yes No

If **YES**, describe (How will sound be monitored?): _____

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.

A sound permit will be required.

- g. Will traffic and parking control be needed for the event? _____
Event sponsor will provide traffic control and directional signage at the event if determined to be necessary. **A traffic pattern will need to be submitted to the City Special Event Permitting Committee.**

PART III. 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

PART IV. APPROVALS (ADDITIONAL SIGNATURES MAY BE REQUIRED)

- Notify Balloon Fiesta Park Stakeholders** (specifically, Golf Training Center, Eastdale Little League, AIBF, Amtech Divisions, Transcore, C&S Reality & Development Advisors, Balloon Museum, neighborhood associations, etc.)?
- Notify Park Management & Recreation Services**
- Notify Albuquerque International Balloon Fiesta**
- Notify AMAFCA**
- Approval by Balloon Fiesta Park Commission**
Date: _____

*****Note: If the event is more than two days long, a Park Use Agreement will need to be signed in addition to this application.*****

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

Recreation Program and Facility Manager

Date

_____ Approved

_____ Denied

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

Event Name: _____	Event Date: _____
_____	Application Fee (\$35, \$100)
_____	Additional fee for expedited applications that are turned in later than the above application deadlines
_____	Park Usage Fee
_____	Anticipated Extraordinary Maintenance Costs
_____	Refundable Damage/ Performance Deposit
_____	Electrical (\$100)
_____	Sub Total
_____	If Applicable - Additional Fee for Revenue Generating Activity (\$0.50 or \$1.00/ participant or car)
_____	If Applicable – 10% Liquor Surcharge
_____	Total

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

Yes _____ Date Received: _____

NOTES:

1. Some equipment (e.g. trash cans, gray water tanks, etc. may be available for use/rental through AIBF- 505-821-1000).
2. Fees do not include security, or other City of Albuquerque permitting costs.
3. Fees are based on approved current Balloon Fiesta Park Fee Structure.
4. Environmental Health Department must approve proposed potable water system usage for event.
5. 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 hunting (air rifles, spring guns, bows and arrows, slings, trapping, guns)
- No vandalism
- No glass containers (except immediate emergency treatment)
- No dumping of garbage or rubbish.
- If no receptacles are provided, the responsible party shall carry all rubbish or waste away from the park.
- Bicycles are confined to paved surfaces. A bicyclist shall be permitted to wheel or push a bicycle by hand over grass.
- Motorized vehicle shall only be used in designated areas.
- 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.
- Advertising: 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.
- Trash pickup: Sponsor will contract with **Solid Waste Department** for pickup (505) 761-8100, www.cabq.gov/solidwaste
- No Dogs allowed at events (unless approved in advance)
- Balloon Fiesta Park Hours: 5 AM to 10 PM

Other Rules:

- Vehicles not allowed on the grass unless pre-approved prior to the event.
- Park must be left clean and trash hauled away. Per City Policy, trash pickup must be picked up by COA Solid Waste Department.
- Portable restrooms must be placed on asphalt, dirt or concrete areas.
- Stakes are prohibited for tents and canopies; (If stakes are used for tents or canopies the event coordinator shall be required to coordinate with a Park Management Division representative.) blocks, sandbags and water filled barrels only. **A \$2000 Fine will charged for non-compliance.**
- Balloon Fiesta Park is the premiere ballooning capital of the world. Some restrictions may be imposed to ensure balloon compatibility.
- Camping is not allowed unless approved the Balloon Fiesta Park Commission.
- No dogs are allowed in the Balloon Fiesta Park without advance permission.

Balloon Fiesta Park



For Reservations please call 505 768 6050

BALLOON FIESTA PARK FEE SCHEDULE

Updated May 2012 - Page 1 of 2

Areas of the Park	Commercial Rates (to include Political Events)	Non-Commercial Rates
LANDSCAPED AREAS IN THE PARK		
Area B - Eastdale Little League – Use of grass fields (available only during Little League off season - excluding concession bldg.)	\$200/day/field	\$100/day/field
Area C - Golf Training Center - Driving Range	\$500/day (\$250 additional for lights)	\$250/day (\$125 additional for lights)
Area C - Golf Training Center - Pitch & Putt	\$500 per day	\$250 per day
Area D – Northern Launch Field Area (Entire area (all 16-24 game fields)	\$5,000 per day	\$2,500 per day
Area D – Use of One Grass Panel Area	\$750 per day	\$375 per day
Area D – Use of One Field Area in One Grass Panel Area (Small Events)	\$200 per day	\$100 per day
Area D – Use of 28 foot asphalt access roads (walks, runs and bicycle events)	\$500 per day	\$250 per day
Area E – Vendor Concourse Only	To be negotiated	To be negotiated
Anderson / Abruzzo Albuquerque Int. Balloon Museum	Contact Balloon Museum (768-6028)	Contact Balloon Museum (768-6028)
PARKING LOTS (for events that are held in parking lots only)		
Small Parking Lots (areas less than 5 acres in size). For long term leases (more than two weeks) a fee will be negotiated	\$150 per day	\$75 per day
Area A – Joint Use Parking Area – approx. 250 spaces		
Area B - Eastdale Little League – approx. 266 spaces		
Area C1 – Southeastern parking lot behind GTC building		
Area C2 – Parking lot to the east of the GTC building		
Area near D1 –South Exhibit Area – approx. 180 spaces		
Area K - Southern President Compound– triangular space (300 feet x 500 feet)		
Large Parking Lots (over 5 acres in size). For long term leases (more than two weeks) a fee will be negotiated (*Notes leased areas that may require additional authorization)	\$1,000 per day	\$500 per day
Area F – Eastern Parking Area - east of Magic Rd (approx. 1450 feet by 500 feet - approx. 1,000 cars)		
*Area G – Northern Parking Area - north of launch field (approx. 1400 feet by 500 feet - approx. 1,000 cars)		
Area H – North Camino Parking Area - northeast corner of park (approx. 300 feet by 400 feet), not paved		
*Area J – Summitomo Parking Area – east of President's Compound (500 feet x 700 feet), milled		