



RENTAL APPLICATION

Thank you for your interest in the ABQ BioPark!
Please complete both sides of the application for your event.

This application for renting The ABQ BioPark should be filled out completely and returned in order to be considered for rental. The ABQ BioPark's Event Supervisor will be in touch with availability and approvals. Any incomplete or incorrect information may delay confirmation of date(s) requested. Please print legibly. The City may deny a Rental Application for The ABQ BioPark if the City determines that the proposed use is not in the best interest of the City. If approved, the City of Albuquerque's legal agreement must be signed within ten (10) business days.

Event Name: _____ Event Date(s) _____

Type of Event: _____

Name of Organization: _____

Contact Person: _____ Role: _____

Address/City/State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

On-site Contact: _____ Cell: _____

This event is Private _____ or Public _____

Approximate number of guests expected to attend: _____

Rental Space: _____

Provide an event timeline, with all scheduled event starting times and dates. Please specifically itemize all set-up, clean-up, and teardown dates with starting **and** ending times each day. If approved, your event may utilize the ABQ BioPark **only** during dates or times you list below. All events must stop all sound by 10:30 p.m. and a noise permit must be obtained. Please plan accordingly.

Set-up dates & times: _____

Event dates & times: _____

Teardown dates & times: _____

Type of Entertainment (music, performances, etc.) _____

I have read the above rules, procedures, and responsibilities and I agree to abide by them.

Signature: _____ Date: _____

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City Representative:

Approved By: _____ Date: _____