

**Balloon Fiesta Park
Usage Fee Schedule
Notes and Restrictions**

1. LEASED AREAS

- a. **Area A** – Joint Use Parking Area
- b. **Area B** - Eastdale Little League (available during Little League off season AND with consultation with East Dale Little League officials)
- c. **Area C** – Golf Training Center Driving Range and Pitch & Putt Course
- d. **Area D** – Asphalt access roads (typically used for runs, walks, bicycle events)
- e. **Indoor Facilities** (Restaurant and Field Modular Unit)
 - The restaurant includes the dining room, bar, and patio
 - Kitchen: limited use only to include prep station, hand wash sinks, and beverage refrigerator. Stoves, ovens, warming tables, dish washer, walk-in freezers/refrigerators require prior approval and all applicable inspection and permit fees shall be paid by event coordinator.
 - Multi Day and/or Multi Use discounts may be available and will be determined by the Parks & Recreation Department.
 - Furnishings: current inventory of tables, chairs, and patio furnishing are available for use at no additional cost. All other furnishings, linens, decorations, etc. will be at the expense of the event sponsor.
 - Upon prior approval, Community Groups may have use of the facility at no or reduced cost
- f. The Albuquerque International Balloon Fiesta (AIBF) has “contracted use” of the park August 1 – October 31. Reservations during this time of year will need to be coordinated and approved by them.
- g. Reservation of any part of the Northern Launch Field for concerts or other larger events will require reservation of the entire Northern Launch Field.
- h. Approval for an “All Usage areas” request is contingent upon previously approved Usage requests

2. FEES and PROCEDURES (Park and Indoor Facility)

COMMERCIAL REFERS TO “HAVING TO DO WITH COMMERCE WITH CHIEF EMPHASIS ON PROFIT”

- a. **Existing Lease Agreements:** Leases between the City and other parties have precedence over this Fee Schedule. Lease information is available upon request.



- b. **Reoccurring events:** Reoccurring events that have used the park more than three years in a row, may have preferential privilege in using the park for future reservations. Note that previous misuse of the park may result in loss of this privilege.
- c. **Application Fee:** For all events scheduled at the park, and/or reoccurring organized activities without a Park Use Agreement, a non-refundable application fee will be charged (\$35 small events <750 and \$100 large events >751).

In order to ensure that staff and Balloon Fiesta Park Commission members have adequate time to review materials associated with the proposed event or activity, applicants must initiate the application process with Parks & Recreation staff no later than 45 (forty-five) days prior to an event. Review of applications shall follow the 2011-3 Application Process Policy. Any applicant wishing to modify this 45 (forty-five) day requirement can be assessed an expedited process fee of \$100 (in addition to the \$35 or \$100 fee).

- d. **Governmental Surcharge Fee:** Per the FY02 City of Albuquerque (COA) Operating Budget, F/S R-02-19, Section 28 provides that “all revenue-generating activities held at the Balloon Fiesta Park shall include a minimum of \$0.50 surcharge to be paid to the City.” The Governmental Surcharge Fee shall be applied to per person entry tickets or per vehicle parking tickets. The Commission may recommend the Governmental Surcharge Fee be applied as part of the Park Usage Fee.
- e. **Park Usage Fee:** A Park Usage Fee for Balloon Fiesta Park will be assessed for an event (see attached Park Usage Fee Schedule).
- f. **Negotiated Fees:** If the area of use, activity, or event is not specifically addressed on the fee schedule, a fee will be negotiated by the Parks & Recreation Department and reviewed for approval by the Commission for the event or activity.
- g. **Discounts:**
 - 1. Multiple Day Discounts on fees may be available for Indoor and Outdoor events that occur on multiple days, (e.g. 2 – 3 days: 10% discount; 4 – 9 days: 15% discount, 10 days and longer: 25% discount). Discounts are contingent upon approval by the Parks & Recreation Department and the Commission.
 - 2. First Time Event Discount (50%) on fees may be available for Outdoor events. Discounts are contingent upon approval by the Parks & Recreation Department and the Commission.
 - 3. Multiuse area discounts may be negotiated with the Parks & Recreation Department for final approved by the Commission.



- h. **Commercial Photo:** All professional photo or promotional shoots will be charged a minimum \$250/ shoot.
- i. **Liquor:** COA Parks and Recreation Department will charge 10% surcharge on Gross Revenues of liquor sold at Balloon Fiesta Park. It is the responsibility of the event sponsor to ensure 1) that sponsor's liquor provider reports its gross sales to Parks & Recreation within ten days after the event, and 2) the fee is paid to the Parks & Recreation Department. This requirement may be superseded by existing lease agreements.
- j. **Additional Fees:** Additional fees and costs could be incurred for use of Balloon Fiesta Park. Examples include:
1. Power: \$100 fee (vendors concourse and stage)
 2. Rental of equipment: tents, flagging, portable restrooms, garbage cans, etc. is not included in Park Usage fees. Rental equipment may be available from AIBF
 3. Staking Fee: if tents or inflatable items are being used, approval by Park Management is required prior to any staking. Unapproved staking will result in a minimum \$2,000 charge to the Event Sponsor.
 4. Other City Department fees may be charged on an as needed basis. Other City charges are applied through the Special Event processing process (e.g. Chief's Overtime, Tent fees, environmental health, Solid Waste services, etc.)
 5. An additional charge for sale of concessions may be applied for larger events.
 6. Event Sponsors are responsible for all charges and items not covered by this fee schedule and may be charged for any items that can incur charges to the City (for example, trash removal, site clean-up, irrigation damage, etc.), which are not specifically stated herein.
 7. Set-up and/or Break-down: See 5a for information
- k. **Parking Lot Usage:** If an adjacent contiguous parking lot is used in association with an event, there is no additional charge. If additional parking that is not contiguous to the event is required an additional fee may be assessed. If the event or reservation is only using a parking lot area or the Vendor's Concourse, a Park Usage Fee will be charged.
- l. **Automated Gate Card Keys:** Card keys are available to authorized park users for \$20/ year. Per Policy, users are required to register with the Parks and Recreation Department, provide appropriate documentation which may include proof of insurance. Granting of card keys is at the sole discretion of the COA Parks and Recreation Department. There is no charge for automated gate card keys issued as part of events (ALL ISSUED CARD KEYS ARE REQUIRED TO BE RETURNED AT THE END OF THE EVENT. THERE IS A \$20 FEE FOR EACH CARD THAT IS NOT RETURNED.)



- m. **Appeal/ Negotiate Fees Process:** A written request with justification to reduce or waive a fee or to negotiate a fee is made to the Balloon Fiesta Park Commission for consideration.

3. USE OF THE PARK FOR ORGANIZED SPORTS

All **scheduled** users of Balloon Fiesta Park are required to make a yearly payment of \$35 non-refundable application fee. Balloon Fiesta Park is used by different users; multiple uses of the park are encouraged. If, during a scheduled practice time, an event sponsor inquires about possibly using the park, the field sports team has the option of paying the full facility rental cost or canceling practice.

Recreation Field Sports:

a. Practice and Scrimmage: Normally, there is no cost for a non-profit organization for practice or scrimmage. Practice and scrimmage time is coordinated by the City Balloon Fiesta Park Coordinator and Blue Ribbon Committee designee.

b. Camps and Clinics: Camps or Clinics are defined as coordinated instruction and/or play in which participants are charged a fee to participate. A Park Usage Fee will be charged for this usage.

c. League Game Play and Tournaments: A Park Usage Fee will be charged for this usage. Half day usage (4.5 hours or less) will pay one half the posted costs.

4. OTHER

- a. **Setup and Take-Down Charges for Events:** If no other activities can occur during setup and/ or takedown for an event, the full fee is charged. If other activities can occur during the setup and/or takedown period, the fee may be negotiated or waived. If a fee is charged, the minimum charge is \$50/ day.
- b. **On Site Security:** Balloon Fiesta Park is a public park and multiple events may occur at the park at one time. No on-site security currently exists at the park. It is the event sponsor's sole responsibility to protect their equipment, tents, etc.
- c. **Damage to the Park/Facility, Performance and Trash Pickup:** The Event Sponsor is financially responsible for all expenses due to::
1. Damage that occurs at the park/facility during the event.
 2. Cleanup of the park due to the event
 3. Non performance of the City's requirements (e.g. adequate signage for events, traffic control and parking, etc.).

A refundable damage deposit fee will be assessed for all events. For large events the damage deposit is \$5,000/ event, for smaller events the fee ranges from \$500 to \$1,000/ event. These fees will be negotiated by Parks & Recreation



and approved by the Commission to determine the amount considered necessary depending upon the type of event.

5. For more information review the following policies:

1. P-2011- Commission Park Access Cards
2. P-2011- Application Process
3. Card Key Policy
4. Park Usage and other policies that are adopted from time to time by COA and/or the Commission

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.

