



Golf and Event Center at Balloon Fiesta Park Rental Policies and Agreement

9401 Balloon Museum Drive NE, Albuquerque, NM 87113

Phone: 505-768-6061

E-Mail: balloonfiestapark@cabq.gov



Event Date(s): _____ Event Name: _____

Contact Name(s): _____

Address: _____

Phone: _____ Email: _____

Emergency Contact: _____ Emergency Phone: _____

Post-Event Contact Person: _____ Phone: _____

Location: Banquet Facility Upper Deck Hole #6

Type of Event: _____ # of Guests: _____

Set-Up Time: _____ Event Time: _____ Tear Down & Departure: _____

Food Service: Self-Catered
 Professionally Catered

Contact Name: _____

Company Name: _____ Company Phone: _____

Alcohol Service: No
 Yes http://www.rld.state.nm.us/alcoholandgaming/special_dispenser_permits_faqs.aspx

Contact Name: _____

Company Name: _____ Company Phone: _____

Security Company: _____ Company Phone: _____

Amplified Sound Outdoors: No
 Yes DJ Band Other

Amenities: Fire Pit: Outdoor Lights: Tee Boxes:

Non-Profit Sponsored Event: No Yes

Public Event: No Yes

If Yes:
How will you promote your event? _____

Sales or donations: No Yes _____

Charging Admission: No Yes Allowing Re-Admission: No Yes

Pre-sold tickets: No Yes

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.") 10% of the gross profit of sales will be payable to The City of Albuquerque post-event.

Regulations

Please Initial

- _____ The facility will be open for decorating beginning at 9:00am the day of the rental. Renters are responsible for set up of tables and chairs, the Golf and Event Center will be responsible for breakdown. Renters are responsible for supplying their own decorations and linens. Fishing line hung from the drop ceiling is allowed. No permanent glues, nails, pins, duct tape, confetti, glitter, or rice. Hanging items from the fire suppression system is not allowed.
- _____ The facility closes at 11:30pm. The event must end at 10:30pm. All clean-up must be done by 11:15pm, facility vacated, and doors locked.
- _____ Battery powered, incandescent fixtures are preferred. Candles and lanterns (open flame) are not permitted on facility grounds.
- _____ Photo booths and propane grills are allowed (any grills must be 10 feet from the building and each must have its own fire extinguisher).
- _____ No guests are permitted on the grounds of the golf area. Alcohol must be contained in the cantina, patio, and event banquet area; unless otherwise rented. .
- _____ If it is deemed necessary, the event will provide personnel to direct traffic in designated locations.
- _____ The kitchen is to be used for cold food services, food staging, and set up only.
- _____ All alcohol vendors must be registered and licensed with the city and state. The company will be required to have a Special Dispensers Permit issued by the City and \$1 million liquor liability insurance identifying the City of Albuquerque as additionally insured.
- _____ If alcohol is sold at a public event, an additional 10% surcharge on the sales will be collected from the renter after the event.
- _____ Professional security personnel are required for events serving alcohol. One security person is required per 100 guests.
- _____ A sound permit from the City of Albuquerque is required for music played outdoors during an event. Any outside amplified sound will stay within the guidelines established by the City permitting office and will cease at 10PM. Contact Elizabeth Eastman, 505-768-2638.
- _____ Renter will remove decorations and trash from area used. 30 gallon trash bags will be provided by the Golf and Event Center. Trash will be placed in the dump cart provided. Recyclables will be placed in the proper container.

ORDINANCES

- _____ All City of Albuquerque facilities are designated as NO SMOKING areas. NMSA 1978, § 3-17-1
- _____ No engaging in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, model airplanes, and roller skating) in areas that have not been designated for that use. § 10-1-1-7
- _____ Vending and Peddling: Except as a licensed concessionaire by City and under the authority and regulation of the Mayor. § 10-1-1-8
- _____ No Advertising: Except as licensed concessionaire and under the authority and regulation of Mayor. § 10-1-1-8
- _____ No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of Mayor. § 10-1-1-8
- _____ Only service animals are allowed at events. NMSA 1978, §§ 28-7-3, 28-11-1 et seq.

Liability Release Agreement

By signing this Agreement I agree to indemnify and hold harmless the City of Albuquerque Golf and Event Center at Balloon Fiesta Park, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of its use of Center facilities.

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.

Participant signature if 18 or older – Parent or Legal Guardian Signature if Participant is Under Age 18

Print Name

Signature

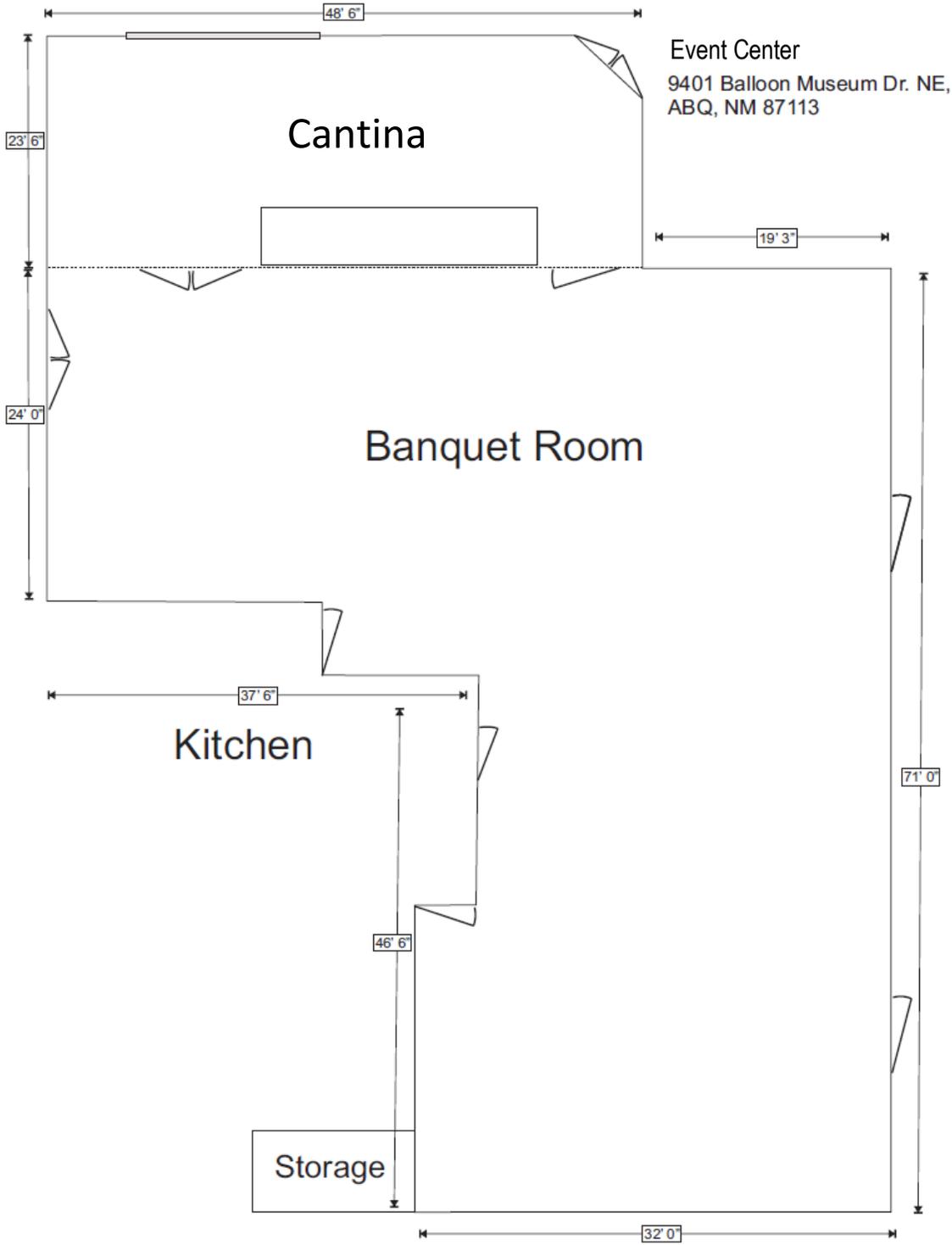
Date

Parks & Recreation Facility Representative

Date

Approved Denied

Layout Map





Event Date: _____

Event Name: _____

Renter Checklist

Pre-Event

30 Days to 1 Year Prior to the Event

- Schedule pre-event meeting Week of: _____

Minimum 30 Days Prior to the Event (Provide prior to or at the pre-event meeting)

- Provide Damage Deposit (cash, check payable to The City of Albuquerque, or credit card)
 Pay remainder of the Facility Fee

Professional Catering

- Ensure the Event Center has a copy of the catering company's business registration permit

Alcohol

- Provide a copy of the special dispenser's permit
 (http://www.rld.state.nm.us/alcoholandgaming/special_dispenser_permits_faqs.aspx)
 Provide information pertaining to security company

Miscellaneous

- Provide sound permit (if outdoor sound is to be used; Elizabeth Eastman 505-768-2638)
 Provide proof of liability insurance (if a public event)

Post-Event

- Fill out post event facility inspection with staff member prior to leaving the facility
 Fill out post event survey
 After managerial approval, deposit check will be refunded by mail approximately 6 weeks post-event

THE AFTER HOURS EMERGENCY PHONE NUMBER IS 505-228-3144

Payment Schedule

Application Fee: _____

Application Paid Date: _____
 (required to hold reservation date)

Damage Deposit: _____

Damage Deposit Due Date: _____
 (30 days prior to event)

Facility Fee: _____

Facility Fee Due Date: _____
 (30 days prior to event)

Rental Rates

	<u>Non Profit</u>	<u>For Profit</u>
One Time Application Fee	\$100.00	\$100.00
Event Center		
▪ Banquet Room and Cantina	\$300.00	\$600.00
▪ Upper Deck	\$200.00	\$400.00
▪ Refundable Damage Deposit	\$250.00	\$250.00
Golf Center		
▪ Pitch & Putt - Hole #6	\$350.00	\$700.00

Event Date: _____

Event Name: _____

Payments

ITEM	Due On	PRICE	SUBTOTAL
Application Fee	_____	_____	_____
Damage Deposit	_____	_____	_____
Facility Rental Fee (BQF/UPDK/Hole #6)	_____	_____	_____

Additional fee notes:

TOTAL _____

Employee Initials _____	Date _____	Amount Paid _____	Balance _____
Employee Initials _____	Date _____	Amount Paid _____	Balance _____
Employee Initials _____	Date _____	Amount Paid _____	Balance _____

Staff Checklist

Pre-Event

30 Days to 1 Year Prior to the Event

- _____^{Initial} _____^{Date} Entered event into calendar
- _____^{Initial} _____^{Date} Received application
- _____^{Initial} _____^{Date} Schedule final walk through

Minimum 30 Days Prior to the Event (must be completed at or before the pre-event meeting)

- Catering
 - _____^{Initial} _____^{Date} Received the catering company's business registration permit
- Alcohol
 - _____^{Initial} _____^{Date} Received a copy of the special dispenser's permit
 - _____^{Initial} _____^{Date} Received information pertaining to security company
- Miscellaneous
 - _____^{Initial} _____^{Date} Received sound permit
 - _____^{Initial} _____^{Date} Received proof of liability insurance (if a public event)

Post-Event

- _____^{Initial} _____^{Date} Fill out post-event facility inspection form with designated person
- _____^{Initial} _____^{Date} Refund damage deposit