



**Balloon Fiesta Park  
Golf and Event Center  
Rental Policies and Agreement**  
9401 Balloon Museum Drive NE, Albuquerque, NM 87113

**Phone: (505) 768-6062**

**Email: [balloonfiestapark@cabq.gov](mailto:balloonfiestapark@cabq.gov)**



## Event Reservation Application

### PART I. EVENT PLANNING INFORMATION

1. Name of Event: \_\_\_\_\_

2. Description: \_\_\_\_\_

3. Date(s) of Event: \_\_\_\_\_

4. Time of Event: \_\_\_\_\_

Setup Time	End Time (including takedown)	Event Start Time
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5. Contact Person: \_\_\_\_\_

6. Address: \_\_\_\_\_

7. Phone Number: Voice: \_\_\_\_\_ Mobile: \_\_\_\_\_

8. Email Address: \_\_\_\_\_

9. Post event contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

10. Emergency Name and Phone Number for the event (please provide two contacts):

1. Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

11. Area of facility to be used:

Banquet Facility  Upper Deck  Hole #6

12. Projected Number of Participants: \_\_\_\_\_

1. Projected Number of Out of Town Participants: \_\_\_\_\_

13. Layout Choice:

1. Banquet Facility:  Layout 1  Layout 2  Layout 3  Layout 4  Layout 5

2. Upper Deck:  Layout 1  Layout 2  Layout 3  Layout 4  Layout 5

14. Food Service: Self-Catered  Professionally Catered

If professionally catered, Catering Company: \_\_\_\_\_ Phone: \_\_\_\_\_

15. Alcohol Service (providing alcohol requires a liquor license): Yes  No

If yes, name of licensed alcohol vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

16. Security is required for all events with alcohol. Security is required for all events that conclude after 7:00 pm.

Name of Security Company: \_\_\_\_\_ Phone: \_\_\_\_\_

17. Additional vendor: Linens  Audio Visual  Other  \_\_\_\_\_

**18. Requested Onsite Amenities:**

Fire Pit       Patio Heaters       Patio Lights       Tee Boxes

**19. Will you be utilizing a dance floor?** Yes       No

If yes, Company Name: \_\_\_\_\_ Company Phone: \_\_\_\_\_

**20. Will you be playing amplified sound outside?** Yes       No

If yes, what kind? DJ       Band       Other  \_\_\_\_\_

**21. Is your event going to be open to the public?** Yes\*       No

If yes, will you be charging admission? Yes       No (free event)       Donations

If yes, will selling or serving alcohol? Yes, Selling Alcohol       Yes, Serving Alcohol       No

If yes, will you be selling or serving food? Yes, Selling Food       Yes, Serving Food       No

*\* For public events, the City of Albuquerque requires **LIABILITY INSURANCE** of \$1,000,000 with the **City named as additional insured and certificate holder**. Address: PO Box 1293, Albuquerque, NM 87103 (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.")*

## 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, sand or rice. Hanging items from the fire suppression system is not allowed.
- \_\_\_\_\_ The facility closes at **11:30pm**. The entrance gates to the Balloon Fiesta Park are locked at 11:59pm.
- \_\_\_\_\_ **I hereby grant permission for the City of Albuquerque to use images or video of my event or setup in publications.**
- \_\_\_\_\_ Battery powered, incandescent fixtures are allowed. Candles and lanterns (open flame) are not permitted on facility grounds.
- \_\_\_\_\_ Propane grills are allowed downstairs on the patio only (all grills must be 10 feet from the building and each must have its own fire extinguisher). Propane grills or cooking devices of any kind are not allowed on the upper deck. No cooking is allowed on the fire pit.
- \_\_\_\_\_ Recreational Vehicles (RVs) or Campers are not allowed without prior approval of management.
- \_\_\_\_\_ No guests are permitted on the grounds of the golf area, unless 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.**
- **No outside alcohol is permitted within the facility or outside in the parking lot. Violation of the alcohol policy will result in closing of the legitimate alcohol distribution and forfeit of the \$250 damage deposit.**
- \_\_\_\_\_ Alcohol must be contained in the bar, patio, and event banquet area; unless otherwise rented.
- \_\_\_\_\_ **Professional security is required for all events with alcohol. Security is required for all events that conclude after 7:00 pm. One security person is required per 100 guests with alcohol. Security must present before alcohol service begins and will stay until the event is completely over and staff has left the building. For events without alcohol, one security guard is required for every 200 people. For events with and without alcohol, professional security must be provided based on the actual number of guests rounded up to the closest one hundred.**
- \_\_\_\_\_ If alcohol is sold at a public event, an additional 10% surcharge on the sales will be collected from the renter after the event.
- \_\_\_\_\_ 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 Environmental Health, (505) 768-2638 for noise permit.
- \_\_\_\_\_ Renter will remove decorations and trash from area used. This is to include all way finding signage to event location. 30 gallon trash bags will be provided by the Golf and Event Center staff. Trash will be placed in the dump cart provided.
- \_\_\_\_\_ I agree to comply with setup restrictions put forth in the layout options. I understand that should I fail to comply with these layouts my event may not be allowed to proceed.
- \_\_\_\_\_ All final decorating plans must be agreed to and finalized at the 30-day pre-event meeting.
- \_\_\_\_\_ Should an event need to be cancelled, written notice is required. Once a payment has been made there will be no refunds issued if a renter seeks to cancel within 45 days prior to the event. The application fee is always non-refundable.
- \_\_\_\_\_ **Failure to comply with any rules and regulations may result in the loss of part or all of the event damage deposit, at management's discretion.**

## 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

**PART II. DECLARATION**

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

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.

Applicant agrees to indemnify and hold harmless the City of Albuquerque, its agents and employees from and against any and all damages, other liability, claims, suits or proceedings of any kind brought against said parties because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from the Applicants Event.

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

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

\_\_\_\_\_  
Signature of Applicant

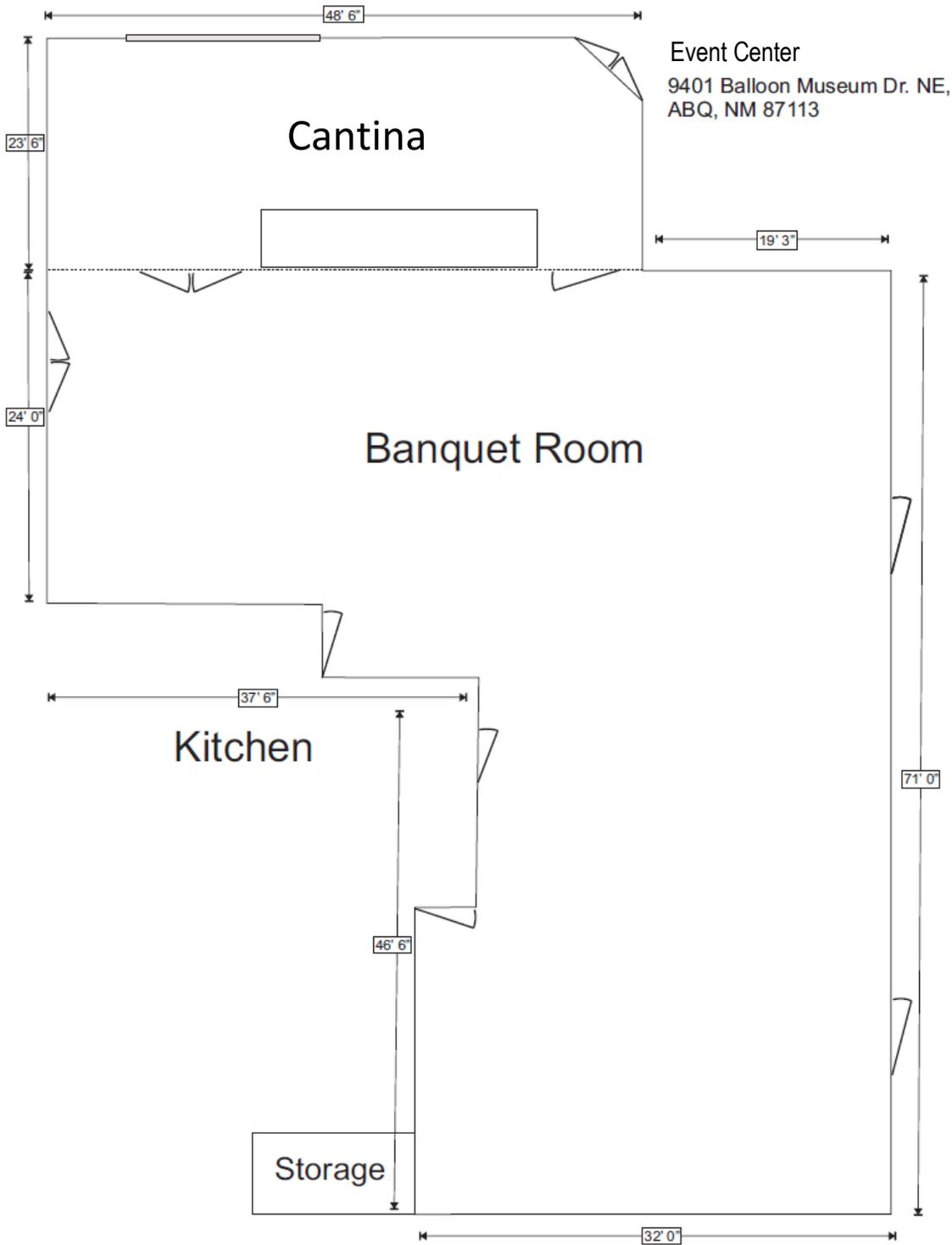
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Recreation Program Staff

\_\_\_\_\_  
Date

# Layout Map





Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

**Renter Checklist**

**Pre-Event**

45 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 if providing alcohol  
([http://www.rld.state.nm.us/alcoholandgaming/special\\_dispenser\\_permits.aspx](http://www.rld.state.nm.us/alcoholandgaming/special_dispenser_permits.aspx))
- Provide information pertaining to security company

Miscellaneous

- Provide sound permit (if outdoor sound is to be used; Environmental Health (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 emailed following the event
- After managerial approval, damage deposit check will be refunded by mail approximately 6-8 weeks post-event\*
  - o \*Failure to follow any of the Event Center Rental Policies and Agreement Regulations will result in loss of part or all of the damage deposit

THE AFTER HOURS EMERGENCY PHONE NUMBER IS (505) 382-0552

**Payment Schedule**

Application Fee:      \$100      \_\_\_\_\_

Application Paid Date: \_\_\_\_\_  
(Required to hold reservation date)

Damage Deposit:      \$250      \_\_\_\_\_

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>
Application Fee (Non-Refundable)	\$100.00	\$100.00
<b>Event Center</b>		
▪ Banquet Room and Cantina	\$300.00	\$600.00
▪ Upper Deck	\$200.00	\$400.00
▪ Damage Deposit (Refundable*)	\$250.00	\$250.00
<b>Golf Center</b>		
▪ Pitch & Putt - Hole #6 (full day rental)	\$350.00	\$700.00
▪ Hole #6 (hourly rental with prior approval)	\$50.00	\$100.00

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

**Payments**

Item	Due On	Price
Application Fee (Non-Refundable)	_____	_____
Late Application Fee (Non-Refundable)	_____	_____
Damage Deposit (Refundable*)	_____	_____
Facility Rental Fee (BQF/UPDK/Hole #6)	_____	_____
	<b>Total:</b>	

*Additional fee notes:*

Employees Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

**Balance:** \_\_\_\_\_

Employees Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

**Balance:** \_\_\_\_\_

Employees Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

**Balance:** \_\_\_\_\_

*\*Failure to follow any of the Event Center Rental Policies and Agreement Regulations will result in loss of part or all of the damage deposit*

**Special Notes:**

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