



Balloon Fiesta Park Field Event Reservation Application



KEEP THIS PAGE FOR REFERENCE
Balloon Fiesta Park – Application Process 2017

Field Rental Application Process:

1. Review the Balloon Fiesta Park Reservation Map and Approved Fee Schedule.
2. Contact the Parks and Recreation Department for park availability – (505) 768-6062
3. Fill out the Field Event Reservation Application.
4. Sign the Declaration section on the Application.
5. Initial the Rules and Regulations section on the Application.
6. Attach a sketch and any other information, about the proposed event layout on the provided map.
7. Park usage may be coordinated with other activities. Exclusive use can only be provided if the entire field is reserved.
8. Email or mail your signed application, initialed rules section and layout map to the address below.

Events larger than 2500 people or those that include alcohol service will need additional approvals.

- Balloon Fiesta Park Commission Review**
The Balloon Fiesta Park Commission will review the proposed event in order to make recommendations to the Parks and Recreation Department. **The Commission meets the second Tuesday of the month.** The completed Balloon Fiesta Park Application must be returned to the Parks and Recreation office 10 days prior to the Commission meeting in order to be included on the Commission agenda.
- Special Events Permit Committee Review**
The City of Albuquerque Special Events Permit Committee will review any event involving two or more City departments. Call (505) 259-9666 to schedule a meeting.
 - Items covered include: Street closures, tents, trash removal, fire department, alcohol, barricading, vending, police/security, amusements, musical performance,/amplified sound and neighborhood notification. *Additional costs may be incurred, where applicable.*



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CHECK LIST FOR COMPLETED BALLOON FIESTA PARK USE APPLICATION:

- Complete, sign and submit Balloon Fiesta Park Use Application – include layout map & initialed Rules section

THE EVENT RESERVATION APPLICATION MUST BE SUBMITTED NO LATER THAN 45 DAYS PRIOR TO THE EVENT DATE.

Application fee is due no later than 30 days prior to event.

- After Park Use Application is approved, submit Non-Refundable Application Fee in the amount Provided by Parks & Recreation staff. The application fee will be applied toward payment of the total amount of the park rental fee. The remaining balance will be due no later than 15 days prior to the event .
- Provide proof of Non-Profit status (if applicable).
- Provide list of vendors for the event. Vendors must be licensed with the City of Albuquerque and the State of New Mexico.
- Obtain required Special Event Permits (i.e. noise, public celebration, fire marshall tent and public assembly, street closures, vending, APD crowd & traffic control) as needed. Contact Special Events Permit Coordinator @ (505) 259-9666, <https://www.cabq.gov/culturalservices/event-permits/special-events-permit-request>
- Provide required insurance certificate and endorsement page.
- Contact COA Office of Neighborhood Coordination, 505-768-3334, to obtain NA email address for event notification.
- Events anticipating over 3,000 participants or who's event will impact businesses along Balloon Fiesta Parkway must also notify Balloon Fiesta Park businesses via email. They are
1) albuquerque@farmcreditnm.com 2) drottman@mhqnm.com
3) contact@mioxservice.com 4) becky_kenny@bcbsnm.com 5) rroberts3@phs.org
- Submit damage deposit payment of \$2,500.00.

SPECIAL EVENT PERMITTING MUST BE COMPLETED 7 DAYS PRIOR TO EVENT.

If the application and all required permits are not finalized prior to the event, the event will be cancelled.

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 of the City of Albuquerque can result in a shutdown of the event with possible legal ramifications.



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PART I. EVENT PLANNING INFORMATION

Name of Event: _____

Description: _____

Date(s) of Event: _____

Time of Event: _____

Set-up time: _____

Event Start time: _____

Event End time: _____

Clean-up completed time: _____

Heaviest Use Period: _____

Area of Park to be used (see map for designated areas): D1 D2 D3 D4 D5 D6 D7 Roads

Additional areas to be used: _____

Projected # of Attendees: _____

Projected # of Out of Town Attendees: _____

Event Sponsor: _____

Non Profit: Yes* No *Proof of Non-profit status required, attach document.

Contact Person responsible for conduct of activity: _____

Address: _____

Phone Number: Voice: _____ Mobile: _____

Email Address: _____

Emergency Contact Name during event: _____

Emergency Contact Phone Number during event: _____



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PART II. EVENT INFORMATION

1. Have you or your organization sponsored a **SIMILAR SIZED EVENT**? Yes No
 If yes, please provide **EXAMPLES** from the last two years with name, email and phone contacts
 (on attachment if necessary): _____

2. The City of Albuquerque requires liability **INSURANCE** of \$1,000,000 with the City of Albuquerque, PO Box 1293, Albuquerque, NM 87103 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.") If carnival ride insurance is needed, it will be at the amount of \$3,000,000 per NM State Statute 57-25-3. **Parks & Recreation will notify you if your event requires the Albuquerque Metropolitan Arroyo Flood Control Agency (AMAFCA) be named as additional insured.**
 Can you or your organization provide these levels of insurance? Yes No

3. Is the event open to the public? Yes No

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

If YES, please explain: _____

5. FEES:

Will you be CHARGING ADMISSION ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will tickets be PRE-SOLD ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will RE-ADMISSION be allowed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be charging for PARKING ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES**, what is the estimated # vehicles? _____

6. FOOD AND BEVERAGES :

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

a. Will you **SELL** , **SERVE** and/or **COOK** food? Check all that apply.

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

Note: Environmental Health permits will be required for all 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. Environmental Health permits are not required for private parties, picnics, bake sales, etc.

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b. Do you plan to **SERVE** or **SELL ALCOHOL**? Yes No

If yes, please describe: _____

Please Note: Alcohol service and sales require an additional \$1,000,000 liquor liability insurance identifying the City as additionally insured and a Special Dispensers Permit or Public Celebration Permit. **A 10% Liquor Surcharge will be charged.**

7. Security is required at events serving alcohol and at events with over 800 people in attendance.

Security company: _____

8. Check **UTILITIES** needed: Water Electricity

9. **EVENT SETUP:**

a. Will **TENTS** be used? (definition: enclosed on 3 or more sides): Yes No

If yes, please describe (include information concerning size, location and number, and provide tent(s) location on your **layout map**): _____

b. Will **CANOPIES** be used? (Definition: no walls) Yes No

If **YES**, please describe (include information concerning size, location and number). Provide canopy locations on the **layout map**: _____

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

If **YES**, freestanding? Yes No

If **YES**, please describe (include information concerning size, location and number). Provide fencing location on your **layout map**: _____

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

If **YES**, please describe (include information concerning size, location and number). Provide stage location on your **layout map**: _____

e. **INFLATABLES** or **JUMPERS** use? Yes No

If **YES**, please describe include information concerning size, location and number on your **layout map**.

Jumper Company _____, all jumpers must have proof of New Mexico Carnival Act insurance

Approved Jumper Companies:

Amazing Jumps, Loco Fun Jumps, A Ton of Fun, Jump4FunABQ, Arizona Bounce Around, Jamm Jumper Rentals



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

If **YES**, please describe: _____

A noise permit is required from City of Albuquerque Environmental Health Department, 505-768-2629, or <http://www.cabq.gov/environmentalhealth/noise>

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. Sound must be no louder than 55db at the perimeter of the park and 90db at the source.

- g. Events with over 4000 people require an approved traffic control plan and parking control. Event sponsor will provide traffic control and directional signage at the event if determined to be necessary. **A traffic control plan (TCP) will need to be submitted to the Special Event Permitting Committee.**
- h. Events with over 1200 people require parking control. Event sponsor will provide a minimum of 6 people for Parking control.



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Part III: Rules and Regulations

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
- Bicycle riding will be confined to paved roadways. 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, and roller skates) in areas that have not been designated for that use is prohibited.
- 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.

Other Rules:

- Bicycles may be prohibited during certain events at Balloon Fiesta Park.
- Portable restrooms must be placed on asphalt, dirt or concrete areas and may NOT be placed on grass.
- If stakes are used for tents or canopies the event coordinator shall be required to coordinate with a Park Management Division representative. No staking tents on pavement; sandbags and water filled barrels only.
- Balloon Fiesta Park is the premiere ballooning capital of the world. Some restrictions may be imposed to ensure balloon compatibility.
- Dogs, with the exception of service dogs, are not allowed in the Balloon Fiesta Park without advance permission. Dogs must be on a leash at all times.
- All users of Balloon Fiesta Park are to respect other users, including park tenants, neighboring residents and businesses.
- All uses of Balloon Fiesta Park are at the user's own risk.
- Balloon Fiesta Park is open to the public from 7:00 am to 9:00 pm. Exceptions are made as part of an agreement between a Park tenant and the City of Albuquerque.
- Balloon Fiesta Park is a public park. For special events and those events requiring reservations, the park has been designated as a fee area, following the park fee schedule.
- Persons responsible for park events or activities must ensure that trash receptacles are available during the event or activity and that trash is removed from the park following the event/activity. Responsible parties may remove

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trash from the park themselves, or may, prior to the event, contract with the City of Albuquerque to remove trash. Solid Waste Department: (505) 761-8100, www.cabq.gov/solidwaste

- Vehicles are prohibited on the grass areas of the park except when specified and approved as part of an event.
- Roads within Balloon Fiesta Park without otherwise designated speed limits, have a speed limit of fifteen (15) miles per hour.
- All-terrain vehicles (ATV's), motorcycles, and dirt bikes used for recreational purposes are prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Recreational vehicles and motor homes are prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Barbeque grills and other food cooking or heating devices used in Balloon Fiesta Park must be placed on asphalt, dirt, concrete, or other non-vegetated surfaces, except when specified and approved as part of an event. Additional restrictions regarding these devices may apply in certain areas of Balloon Fiesta Park.
- Horseback riding is prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Camping (as defined by City of Albuquerque Code of Ordinances, chapter 5, article 8, section 5-8-3) is prohibited within Balloon Fiesta Park except when specified and approved as part of an event.
- Baseball, softball, ballooning, soccer, model aircraft and the use of other airborne objects could be hazardous to other users of the park. All users should take adequate precautions while these activities are occurring.
- All model Aircraft shall be electric only with the exception of helicopters. (Model helicopters must be started on paved areas.)
 - a. All pilots will follow AMA Rules and Regulation – see www.modelaircraft.org for specific rules.
 - b. All pilots will use the frequency board if on 72Mhz, and will cooperate with other users of the park to keep the environment safe.
 - c. Licensed pilots only.
- Balloon Fiesta Park paved areas, with the exceptions of those within City of Albuquerque right of way, the Los Angeles Landfill and those reserved for parking of tenants' customers and employees, are designated for roller-skating, in-line skating (roller-blading), and similar recreational, but these uses may be prohibited during certain events at Balloon Fiesta Park, at the discretion of the City of Albuquerque Parks and Recreation Department.
- The City of Albuquerque Parks and Recreation Department reserves the right to approve or prohibit activities, regardless of whether they are specified in this policy, as part of the process of negotiating leases, licenses and other agreements with existing and future tenants or users of the Park.

ACKNOWLEDGEMENT OF RULES & REGULATIONS:

I acknowledge that I have read the accompanying Rules and Regulations. Failure to comply with any of the Rules and Regulations will result in the loss of all or part of the event damage deposit.

_____ Initials of Sponsor

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PART IV. 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 application, 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 on page 11 and I understand the fees and charges for use of the park.

I acknowledge that I have read the accompanying Rules and Regulations. Failure to comply with any of the Rules and Regulations will result in the loss of all or part of the event damage deposit.

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 APPROVAL:

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

Recreation Program and Facility Manager

Date



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PART V. FEES:

Event Name: _____

Event Date(s): _____

(FEE INFORMATION BELOW TO BE COMPLETED BY PARKS AND RECREATION)

Description	Days	# Areas	Rate Each	Amount
Park Rental:	_____	_____	_____	_____
Anticipated Extraordinary Maintenance Cost	_____	_____	_____	_____
Use of water and Electricity	_____	_____	_____	_____
Use of Public Safety Building	_____	_____	_____	_____
Alcohol fee (10% if alcohol is sold)	_____	_____	_____	_____
Parking fee (\$0.50/car if charging a parking fee)	_____	_____	\$ 0.50	_____
Vendor use of water and electricity	_____	_____	\$35.00	_____
Additional Fees (Golf Carts, Etc.)	_____	_____	_____	_____
			Total:	_____

- Non-Refundable Application Fee:**
33% of Rental Fee, Minimum of \$100 (credited towards rental fee) _____
- Remaining rental fee for park use due 30 days prior to event:** _____
- Refundable Performance/ Damage Deposit Due:** \$2,500

NOTES:

1. Fees do not include security.
2. Fees do not include City of Albuquerque permitting costs.
3. Make checks payable to the City of Albuquerque
4. All vendors/businesses are required to be licensed with the State and the City to do business in Albuquerque and the State of New Mexico.
5. No weather related refunds or reschedules.

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RESERVATION MAP



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FEE SCHEDULE

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 8 grass fields (available only during Little League off season - excluding concession building)	\$200/ day/ field	\$100/ day/ field
Area C - Golf Training Center - Driving Range	\$500/ day (+\$250 for lights)	\$250/ day (+\$125 for lights)
Area C - Golf Training Center - 6 Hole Pitch & Putt	\$700/ day	\$350/ day
Area D - Northern Launch Field Area (Entire area: 16-24 game fields)	\$5,000/ day	\$2,500/ day
Area D - Use of Grass Panel Areas	\$800/ day	\$400/ day
Area D - Use of One Field Area in One Grass Panel Area (small events)	\$200/ day	\$100/ day
Area D - Use of 28 foot asphalt access roads (walks, runs and bicycle events)	\$800/ day	\$400/ day
Area E - Vendor Concourse Only	\$800/ day	\$400/ day
Anderson/ Abruzzo Albuquerque Int. Balloon Museum	Contact Balloon Museum (505) 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/ day	\$75/ 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 - Sid Cutter parking lot - Approx 240 spaces		
Area K - Southern President Compound - triangular space (300 x 500 feet)		
Large Parking Lots (Over 5 acres in size) For long term leases (more than two weeks), a fee will be negotiated. **Leased areas may require additional authorization.	\$1,000/ day	\$500/ day
Area F - Eastern Parking Area - East of vendors row (approx 1450 x 500 feet - 1,000 cars)		
Area G - Northern Parking Area - North of launch field (approx 1400 x 500 feet - 1,000 cars)		
Area H - North Camino Parking Area - Northeast corner of park (approx 300 x 400 feet)		
Area J - Sumitomo Parking Area - East of Presidents Compound (approx 500 x 700 feet)		
Other Amenities		
Water and/ or Electricity	\$200/ day	\$100/ day
Vendor use of Water and/ or Electricity	\$70/ day	\$35/ day

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