

## Facility Fee Rates

Golf & Event Center | Sid Cutter Pilots Pavilion  
Parks & Recreation Department  
9401 Balloon Museum Drive NE 87113  
505.768.6062 | [balloonfiestapark@cabq.gov](mailto:balloonfiestapark@cabq.gov)



## FACILITY FEE RATES

The facility will be open to renters beginning at 9:00 am the day of the event. Renters must be out of the facility by 11:30 pm. The entrance gates to Balloon Fiesta Park close at 11:59 pm.

Event Center	Capacity	
Application (non-refundable)		\$100
Damage Deposit (refundable)		\$250
Banquet, Upper Deck, & Cantina*	227 / 109 / 400	\$750
Size 12X12 Dance Floor Rental	(Banquet Use ONLY)	\$250
Audio/Visual Equipment (Banquet Use ONLY)		\$150
Security Personnel – per guard**		\$27/hr.
6 Hole		\$50/hr.

\*Patio Lights, Patio Heaters, & Fire Pit are available only with the Banquet Room, at no additional charge.

Sid Cutter Pilots' Pavilion	Capacity	
Application (non-refundable)		\$100
Damage Deposit (refundable)		\$500
Small Facility 4,000 sq. ft.	255	\$600
Large Facility 8,000 sq. ft.	509	\$1,100
Entire Facility 12,000 sq. ft.	764	\$1,500
Security Personnel – per guard**		\$27/hr.
Audio/Visual Equipment		\$300
D1 Grass Panel		\$100

\*Fire Pits available at Sid Cutter Pilots' Pavilion at no additional charge.

**\*\*Security Personnel** - Professional security service is required for the **duration** of all events with alcohol and/or events that conclude after 7:00 pm. The Facility Rental Office will provide security personnel based on the number of guests on the application for the **duration** of the event. If there are any changes to the number of personnel or length of time on site, the charges will be withheld from the Damage Deposit. **Event staff has the authority to shut down an event if infractions occur at any time.** Security personnel is calculated on the following for all events that require security:

- Minimum 4-hour commitment
- Minimum 2 security personnel per every event requiring security
- Minimum 1 security personnel for every 100 guests, rounded up to the next 100

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## FACILITY GUIDELINES

Renters are responsible for ensuring that all guidelines are followed by persons entrusted with Setup, Decorating, and Breakdown. Failure to adhere to these guidelines may result in the forfeiture of your damage deposit as well as incurred additional charges caused by damage to the facility.

### Approved Decorations

- Free Standing décor
- Centerpieces
- Linens & Chair Covers
- Flower Arrangements
- Chaffing Dishes
- Utilizing Magnets & Fishing Line
- Utilizing **onsite** Dance Floor
- Utilizing Theatrical Lighting
- Battery Powered Incandescent Fixtures
- Only Painters Tape to Hang Items
- Battery Powered, Incandescent Fixtures

### Unapproved Decorations

- Nails, Tacks, Staples, Pins, Glue
- Glitter, Confetti, Potpourri, Sequins
- Opened Candy (all candy must be packaged)
- Hay/Straw Bales, Untethered Helium Balloons
- Helium Balloons not allowed in SCPP
- Double-Sided, Foam, Duct, Gaffers, Tape, etc.
- Fake Flower Pedals, Bird Seed, Rice, Sand, Water Beads
- Tiki Torches, Sparklers, Floating Lanterns, Open Flames
- Fireworks
- Bubble, Fog, Snow, Rain Machines

When part of the venue is reserved to another renter, both parties must ensure access to shared parts of the facility (bathrooms, kitchen, walkways, etc.) are not restricted in any way.

Renters are to ensure the fire suppression system, exits, and security cameras remain unobstructed throughout the event. **All decorations and trash must be removed at the end of the rental period, including directional signage.**

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## Renters Checklist

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## RENTERS CHECKLIST

### 45 days before your event:

- Complete a Pre-Event walkthrough & inspection of facility with staff on site. Pay
- the remainder of the facility rental fee, including the damage deposit & security
- fee. Complete facility layout map to be provided to Facility Rental Office. For
- Public Events, provide proof of Liability Insurance to the Facility Rental Office.

### Before your Event:

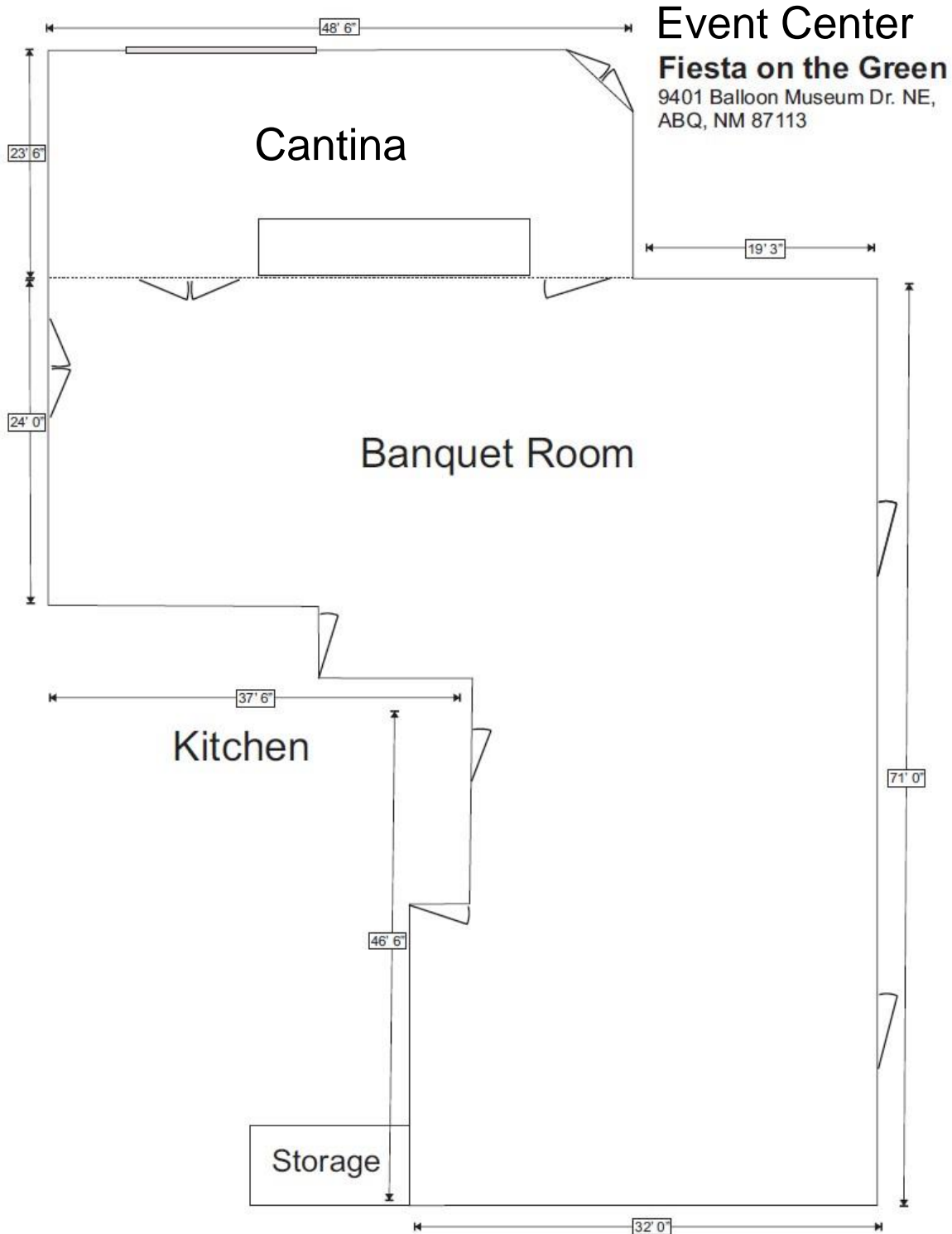
- Provide a copy of the special dispenser's permit from the Alcohol Vendor If having
- outdoor sound, obtain a Sound Permit from Environment Health and send the Sound Permit to the Rental Office

### After your event:

- Complete the Post Event Inspection with the event staff on site.
- Confirm Damage Deposit return address. Check will be mailed approximately 8-10 weeks after the event.

**Facility Layout**

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**Facility Layout**

Golf & Event Center | Sid Cutter Pilots Pavilion

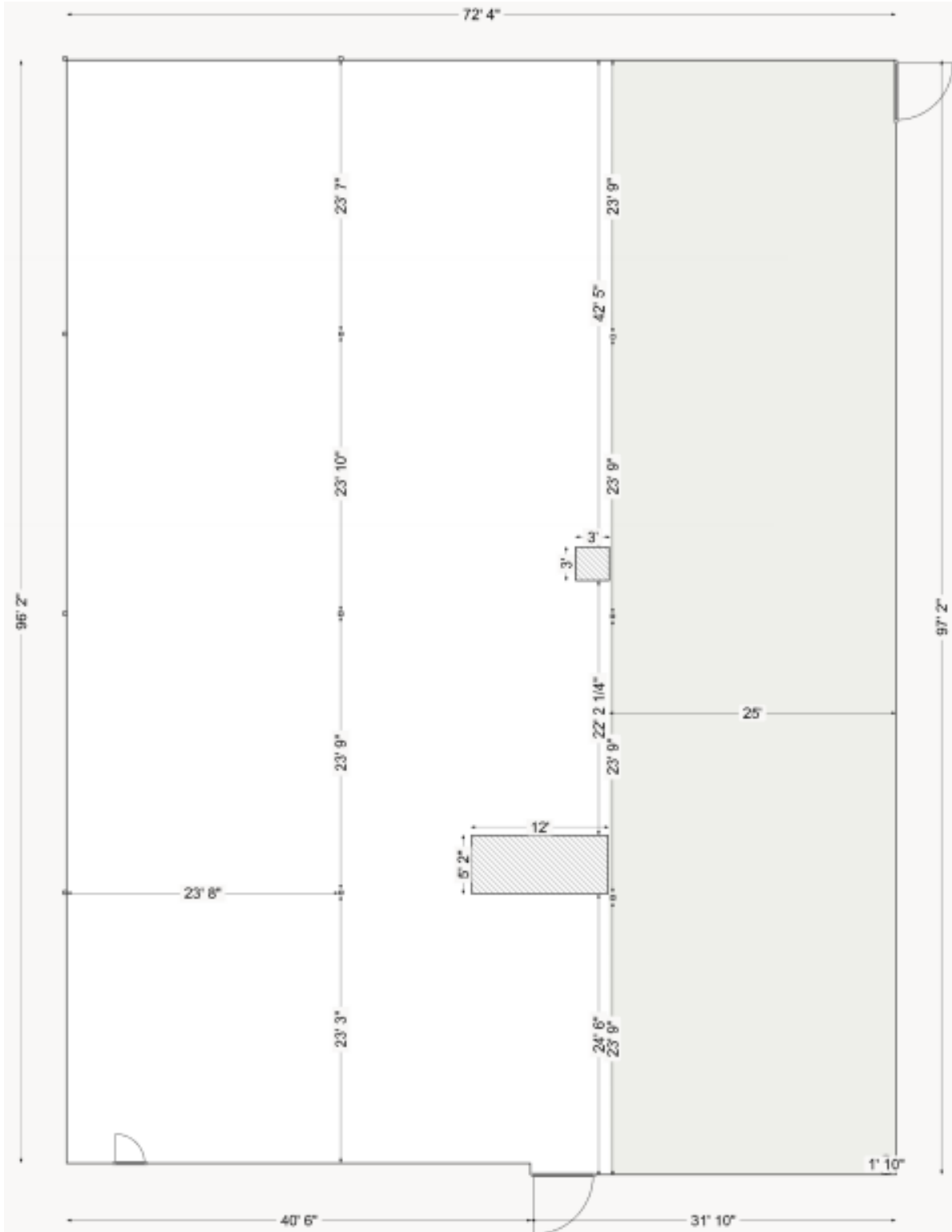
Parks & Recreation Department

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Upper Deck Area



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# Sid Cutter Pilot's Pavilion Balloon Fiesta Park

