

**Facility Reservation Application**

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)



(Check the boxes that apply)

Event Center ☐

Sid Cutter Pilots' Pavilion 4K ☐ 8K ☐ 12K ☐

**PART I Renter Information**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Setup: \_\_\_\_\_ Event Time: \_\_\_\_\_ Breakdown: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address (incl. ZIP): \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Post Event Contact (If Different): \_\_\_\_\_

**PART II Event Information**

Is this event a public event: Yes ☐ No ☐ (Public events are required to have 2-million-dollar insurance)

Number of Guests: \_\_\_\_\_ Out of Town Guest: \_\_\_\_\_

Food Service: Self Catering: ☐ Catering Company: ☐ Vendor Info: \_\_\_\_\_

Alcohol Service: Yes ☐ No ☐ Vendor Info: \_\_\_\_\_

*\*Alcohol vendors must be registered and licensed with the City of Albuquerque and the State of New Mexico*

*\*The client is responsible for obtaining licensed professional level 1 security.*

Playing Amplified Sound Outside? Yes ☐ No ☐

*\*A sound permit from the City of Albuquerque is required for Amplified Sound played outside and must remain within the permit guidelines*

Music/DJ vendor: Yes ☐ No ☐ Vendor Info: \_\_\_\_\_

Dance Floor Rental (Size 12x16) Rental Price \$250) Yes ☐ No ☐

*\*No outside dance floors are permitted at Sid Cutter Pilots Pavilion. The only dance floor allowed is an in-house dance floor, which is to be used at the Event Center only. If requested, facility staff will set up and tear down the floor.*

Additional vendor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Center Amenities: Fire Pit ☐ Patio Lights ☐ Patio Heaters ☐ Audio/Visual (\$150) ☐

Sid Cutter Pilots Pavilion Amenities: Fire Pit ☐ Audio/Visual (\$300) ☐ D1 Grass Panel (\$100/\$600) ☐

## PART III Regulations & Ordinances Acknowledgement

- FACILITY GUIDELINES**
1. Facilities may be reserved up to one year in advance.
  2. 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.
  3. Renters are responsible for the setup of tables & chairs, retrieving inventory from the storage areas, and supplying their decorations and linens within the Facility Guidelines.
  4. Renters are responsible for the removal of all decorations and trash within the facility used. This includes directional signage leading to the event location. Trash will be placed in the dumpster provided. Event Staff will complete the breakdown of tables & chairs.
  5. Propane grills or cooking devices of any kind are not allowed inside the facilities. Propane Grills are allowed outside on the asphalt only. All grills must be 10 feet from the building and each grill must have its own fire extinguisher. No cooking is allowed on the Fire Pit.
  6. Recreational Vehicles (RVs) or Campers are not allowed without prior approval from Event Center Management.
  7. No guests are permitted on the grounds of the golf area or other adjacent areas unless otherwise rented.
  8. Any section of the Balloon Fiesta Grounds & Properties not rented in this agreement may be rented to other events.
  9. Driving and/or parking is not permitted on any area of the concrete surrounding the building. Renters, guests, and vendors may park only in the designated parking areas.
  10. Open flames are not permitted on facility grounds such as candles and lanterns (excluding sternos). Fireworks are not allowed in any capacity. Battery-powered, incandescent fixtures are allowed.
  11. The use of tape, glues, nails, pins, helium balloons (Sid Cutter Only), confetti, glitter, fake flower petals, water beads, fog/rain/snow machines, sand, or rice is NOT permitted.
  12. Hanging items from the fire suppression system is not allowed.
  13. All final decorating plans must be agreed to and finalized at the Pre-Event Meeting.
  14. I agree to comply with set up restrictions put forth in the layout arrangement. Layout changes must be in writing. I understand that should I fail to comply with these layouts, my event may not be allowed to proceed.
  15. All event detail must be finalized at the pre-event meeting, any changes must be submitted in written form for approval. (Changes are subjected to be vetoed)
  16. I hereby grant permission for the City of Albuquerque to use images or videos of my event or setup in publications.
- ADDITIONAL VENDORS**
17. All alcohol vendors must be registered and licensed with the City and State. Alcohol vendors are required to have a Special Dispensers Permit, issued by the City with a \$1 Million Liquor Liability Insurance identifying the City of Albuquerque as additionally insured.
  18. The client is responsible for obtaining licensed professional level 1 security.
  19. Alcohol is only allowed to be distributed by a Licensed Vendor as described above. No outside alcohol is permitted within the facility or outside in the parking lots. Security can search personal items for prohibited items. Violation of the alcohol policy will result in the closing of the legitimate alcohol distribution and forfeiture of the damage deposit & discontinuation of the event
  20. All alcohol service is required to end one-hour prior to the end of the event.
  21. If alcohol is sold at a public event, an additional 10% surcharge on sales will be collected from the renter.
  22. Professional security service is required for all events that conclude after 7:00 pm, events providing alcohol, and public events that exceed 1,000 guests.
  23. Security personnel must be present at the start of the event, before alcohol service begins, and will stay until the event is completely over and clients have left the Facility.
  24. Events are required a minimum of two security personnel. Events larger than 200 guests will need additional security. A ratio of 1 security personnel to every 100 guests must be maintained throughout the event. Professional security service must be provided based on the actual number of guests rounded up to the next one hundred.
  25. A sound permit from the City of Albuquerque is required for amplified sound played outside during an event. Any outside amplified sound will stay within the guidelines established by the City permitting office and will cease at 10:00 pm.
- ORDINANCES**
26. All City of Albuquerque facilities are designated as NO SMOKING areas. § 9-9-5-1
  27. Any dumping into a Storm Water Drain in accordance with the Storm Water Quality Ordinance SC O-16-16 carries a \$250 - \$500 fine and up to 30 days in jail when reported.
  28. No engaging in dangerous amusement in areas that have not been designated for that use. § 10-1-1-7
  29. No Vending and Peddling: Except as a licensed concessionaire by the City and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8
  30. No Advertising: Except as a licensed concessionaire and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8
  31. No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8

**\*I have read and Acknowledge the above rules and understand that the City of Albuquerque staff have the right to terminate the event if rules are not followed. \* Initial: \_\_\_\_\_**

**PART IV Fee Acknowledgement****Client Initials****Pricing Breakdown*****Event Center / Upper Deck***

Application (non-refundable)	\$100
Damage Deposit (refundable)	\$250
Banquet, Cantina, & Upper Deck	\$750
Dance Floor Rental 12x16 (Banquet Hall Use Only)	\$250
Audio/Visual Equipment (Banquet Hall Use Only)	\$150
6 <sup>th</sup> Hole	\$50/hr

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

***Sid Cutter Pilots' Pavilion***

Application (non-refundable)	\$100
Damage Deposit (refundable)	\$500/\$2,500
Small Facility 4,000 sq. ft.	\$600
Large Facility 8,000 sq. ft.	\$1,100
Entire Facility 12,000 sq. ft	\$1,500
Audio/Visual Equipment	\$300
D1 Grass Panel (Low Impact / High Impact)	\$100/\$600

\*Fire Pit available with the Sid Cutter Pilots' Pavilion, at no additional charge.

\*D1 Damage Deposit will be based on your setup. High-impact events will need to provide a 2,500-damage deposit.

**PART V Declaration**

I \_\_\_\_\_ do hereby declare that the enclosed event will be conducted in accordance with the requirements and recommendations made by the Parks & Recreation Department. I understand that violations of regulations and ordinances will not be encouraged or permitted. I also understand that this application, if approved, may be revoked by the Parks & Recreation Department, Albuquerque Police Department, or Albuquerque Fire Department, due to causes beyond the control and without the fault or negligence of either party which would render such performance of this agreement impossible or hazardous. Such causes include, but are not restricted to, acts of God or the public enemy, acts of State or Federal governments, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and defaults of subcontractors due to any of the above, or if in their opinion, the event becomes a public nuisance or violations of regulations 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.

The event is not approved until the Parks & Recreation Department returns this agreement signed to the Event applicant. Applicant agrees to terms and facility fee rates.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Rental Coordinator Approval

\_\_\_\_\_  
Date

**PART VI Fees and Payments (Facility Rental Staff Use Only)**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**Applied Fees**

	Price	Due On
Application Fee (Non-Refundable):	\$100	_____
Damage Deposit (Refundable*):	_____	_____
Facility Rental Fee:	_____	_____
Additional One Time Fees (A/V, Dance Floor, D1):	_____	_____
Additional Hourly Fees:	_____	_____
<b>Total:</b>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	_____

**Applied Payments**

Employees Initials: _____	Date: _____	Amount Paid: _____
Employees Initials: _____	Date: _____	Amount Paid: _____
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Employees Initials: _____	Date: _____	Amount Paid: _____

*\*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 at management's discretion.*

*\*Should an event need to be canceled, written notice is required. There will be no refunds issued if a renter seeks to cancel within 45 days prior to the event.*