



Banquet Center Upper Deck SCPP 4K SCPP 8K SCPP 12K
 Public Event Private Event

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: _____
 Post Event Contact (if different): _____
 Additional Contact: _____ Phone Number: _____
 Additional Contact: _____ Phone Number: _____

PART II Event Information

Number of Guests: _____ Out of Town Guests: _____
 Food Service: _____ Phone Number: _____
 Alcohol Service: _____ Phone Number: _____

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

**Professional security service is provided at an additional cost for all events with alcohol and events that conclude after 7:00 pm.*

Playing Amplified Sound? No Yes Description: _____
 Music/DJ vendor: _____ Phone Number: _____
 Playing Sound Outside? No Yes Description: _____

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

Utilizing a Dance Floor? No Yes Vendor: _____

**Due to the type of flooring at the facility, no outside dance floors are permitted at Sid Cutter Pilots Pavilion*

Additional vendor: _____ Phone Number: _____

Event Center Amenities: 6 Hole Tee Boxes Patio Lights Patio Heaters
 Fire Pit Audio/Visual

Sid Cutter Amenities: D1 Grass Panel Fire Pit Audio/Visual

PART III Regulations & Ordinances Acknowledgement

Name of Event: _____ Date(s) of Event: _____

FACILITY GUIDELINES

Initials

- _____ 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.
- _____ Renters are responsible for the setup of tables & chairs, retrieving inventory from the storage areas, supplying their own decorations and linens within the Facility Guidelines.
- _____ Renters are responsible for the removal of all decorations and trash within the facility used. This includes directional signage leading to event location. Trash will be placed in the dumpster provided. Event Staff will complete the breakdown of tables & chairs.
- _____ 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 their own fire extinguisher. No cooking allowed on the Fire Pits.
- _____ Recreational Vehicles (RV's) or Campers are not allowed without prior approval from Event Center Management.
- _____ No guests are permitted on the grounds of the golf area, unless otherwise rented.
- _____ Any section of the Balloon Fiesta Grounds & Properties not rented in this agreement may be rented to other customers and events.
- _____ When deemed necessary, the event will provide personnel to direct traffic in designated locations.
- _____ 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.
- _____ Candles and Lanterns (open flames) are not permitted on facility grounds. Fireworks are not allowed in any capacity. Battery powered, incandescent fixtures are allowed.
- _____ The use of tape, glues, nails, pins, helium Mylar or latex balloons, confetti, glitter, water beads, sand or rice is NOT permitted.
- _____ Hanging items from the fire suppression system is not allowed.
- _____ All final decorating plans must be agreed to and finalized at the Pre-Event Meeting.
- _____ I agree to comply with setup up restrictions put forth in the layout arrangement. Changes to layout must be in writing. I understand that should I fail to comply with these layouts, my event may not be allowed to proceed.
- _____ I hereby grant permission for the City of Albuquerque to use images or video of my event or setup in publications.

ADDITIONAL VENDORS

- _____ 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.
- _____ 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. Violation of the alcohol policy will result in closing of the legitimate alcohol distribution and forfeiture of the damage deposit & discontinuation of the event
- _____ If alcohol is sold at a public event, an additional 10% surcharge on sales will be collected from the renter after the event.
- _____ Professional security service is required for all events that conclude after 7:00 pm and/or events providing alcohol.
- _____ 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 Staff have left the Facility.
- _____ 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.
- _____ 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

- _____ All City of Albuquerque facilities are designated as NO SMOKING areas. § 9-9-5-1
- _____ No engaging in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, drones, and roller skating) in areas that have not be designated for that use. § 10-1-1-7
- _____ No Vending and Peddling: Except as a licensed concessionaire by City and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8
- _____ No Advertising: Except as licensed concessionaire and under the authority and regulation of Mayor. Exceptions can be made for any authorized party. § 10-1-1-8
- _____ No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of Mayor. Exceptions can be made for any authorized party. § 10-1-1-8

PART IV 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, 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.

Signature of Applicant

Date

Facility Rental Coordinator Approval

Date

PART V Fees and Payments Information to be filled out by Facility Rental Staff

Name of Event: _____

Date(s) of Event: _____

Applied Fees

	Price	Due On
Application Fee (Non-Refundable)	\$100	_____
Damage Deposit (Refundable*)	_____	_____
Facility Rental Fee: _____	_____	_____
Security Personnel: _____	_____	_____
Additional One Time Fees: _____	_____	_____
Additional Hourly Fees: _____	_____	_____
Total:	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	_____

Applied Payments

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 at management's discretion.*

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