



Balloon Fiesta Park Sid Cutter Pilots Pavilion Event Rental Application and Agreement



9401 Balloon Museum Drive NE, Albuquerque, NM 87113

Phone: (505) 768-6062

Email: 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	Take down time	Event start time
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5. Contact Person: _____
6. Address (incl zip): _____
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 Pavilion to be used (see map for designated areas): 4,000 Sq Ft 8,000 Sq Ft 12,000 Sq Ft
12. Will you utilize the D1 Field Panel just north of the SCPP? (additional \$100): Yes No
13. Will you utilize the Audio/Visual system located in SCPP? (additional \$300): Yes No
14. Projected Number of Participants: _____
15. Food Service: Self-Catered Professionally Catered
 If professionally catered, Catering Company: _____ Phone: _____
16. Alcohol Service (providing alcohol requires a liquor license): Yes No
 If yes, name of licensed alcohol vendor: _____
 Contact Name: _____ Contact Phone: _____
17. 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: _____
18. Additional vendor: Linens Audio/ Visual Other _____

Use Guidelines

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 and retrieving inventory from storage facilities**, the Golf and Event Center will be responsible for breakdown. Renters are responsible for supplying their own decorations and linens. No tape, glues, nails, pins, helium Mylar or latex balloons, confetti, glitter, water beads, sand or rice is permitted. 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.
- _____ Due to the nature of the facility, no outside dance floors are permitted in the facility.
- _____ **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. No fireworks.
- _____ Propane grills are allowed outside on the asphalt 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 inside the facility. No cooking allowed on fire pit(s).
- _____ 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.
- _____ Any section of the Balloon Fiesta grounds not rented in this agreement may be rented to additional renters for any purpose.
- _____ If it is deemed necessary, the event will provide personnel to direct traffic in designated locations.
- _____ **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 \$500 damage deposit.**
- _____ Alcohol must be contained in the facility; 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 be present at start of event (and before alcohol service may begin) 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 dumpster provided.
- _____ I agree to comply with setup restrictions put forth in the layout options (e.g. theater style seating). I understand that should I fail to comply with these layouts my event may not be allowed to proceed.
- _____ Driving or parking is not permitted on (any area of) the concrete surrounding the building. Renters and vendors may park only in designated parking areas.
- _____ 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 managements discretion.**

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, model airplanes, and roller skating) in areas that have not been designated for that use. § 10-1-1-7

_____ No Vending and Peddling: Except as 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 III. 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 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

PART III. FEES AND PAYMENT: (INFORMATION TO BE FILLED OUT BY PARKS AND RECREATION)

Event Name: _____
Event Date: _____

Application Fee: \$100

Application Paid Date: _____
 (Required to hold reservation date)

Damage Deposit: \$500

Damage Deposit Due Date: _____
 (30 days prior to event)

Facility Fee: _____

Facility Fee Due Date: _____
 (30 days prior to event)

Item	Due On	Price
Application Fee (Non-Refundable)	_____	_____
Late Application Fee (Non-Refundable)	-----	-----
Damage Deposit (Refundable*)	_____	_____
Audio/ Visual Equipment (\$300)	_____	_____
Facility Rental Fee (4K/8K/12K)	_____	_____
Additional Fees (D1)	_____	_____
	Total:	

Additional fee notes:

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

NOTES:

1. Fees do not include security, or other City of Albuquerque permitting costs.
2. Fees are based on current Sid Cutter Pilots Pavilion Fee Schedule.
3. All vendors/businesses are required to be registered with the State and the City to do business in Albuquerque and the State of New Mexico.

Restrictions

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:

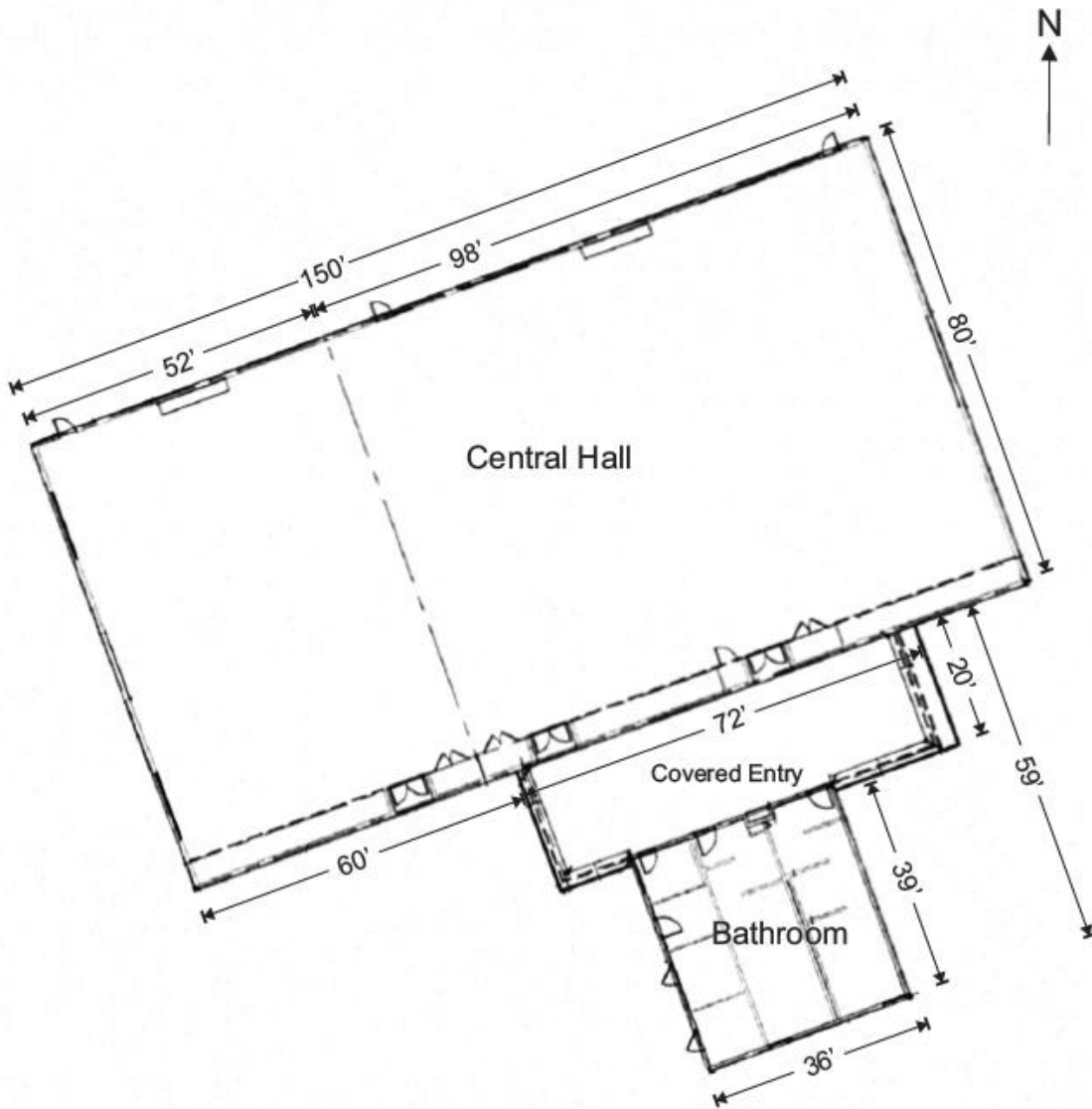
- No hunting (air rifles, spring guns, bows and arrows, slings, trapping, guns)
- No vandalism
- No glass containers
- Bicycles are confined to paved surfaces. A bicyclist shall be permitted to wheel or push a bicycle by hand over grass.
- Motorized vehicles shall only be used in designated areas.
- Engaging in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, model airplanes, and roller skate) 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:

- Portable restrooms must be placed on asphalt, dirt or concrete areas.
- Tents and canopies may not be set up with stakes. Sandbags and water filled barrels are recommended. Any exceptions to the staking policy must be coordinated and approved by a Park Management Division representative. **Non-compliance will result in loss of entire damage deposit.**
- Dogs are not allowed in the Balloon Fiesta Park without advance permission. If allowed, dogs must be leashed at all times. Service dogs are allowed without advance permission.
- All users of Sid Cutter Pilots Pavilion are to respect other users, including tenants of the Park and neighboring residents and businesses.
- All uses of Sid Cutter Pilots Pavilion are at the user's own risk.
- Balloon Fiesta Park is open to the public from 7:00 am to 9:00 pm, except where other hours are permitted as part of an agreement between a Sid Cutter Pilots Pavilion tenant and the City of Albuquerque, specified and approved as part of an approved event.
- Persons responsible for facility 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 or activity. Responsible parties may remove 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 or activity.
- Roads within Balloon Fiesta Park without otherwise designated speed limits, have a speed limit of fifteen (15) miles per hour.
- 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 at Sid Cutter Pilots Pavilion 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.
- The City of Albuquerque Parks and Recreation Department reserves the right to approve or prohibit activities, regardless of whether they are specified in this application, as part of the process of negotiating leases, licenses and other agreements with existing and future tenants or users of the Sid Cutter Pilots Pavilion.

Attachment 1 – SID CUTTER PILOTS PAVILION LAYOUT MAP

Sid Cutter Pilot's Pavilion Balloon Fiesta Park



Attachment 2 – RESERVATION MAP 2



Attachment 3 – FEE SCHEDULE

Areas of the Facility	Facility Rental Rates
Entire Facility – 12,000 sq ft	\$1,500.00
Small Area of Facility – 4,000 sq ft	\$600.00
Large Area of Facility – 8,000 sq ft	\$1,100.00
Audio/Visual Equipment	\$300.00
Damage Deposit*	\$500.00
Application Fee* <i>(Required to hold date, Non-refundable)</i>	\$100
D1 Field Panel	\$100

**Items that are required by every rental only once, regardless of spaces or consecutive rental days.*