



SPECIAL EVENT PERMIT APPLICATION

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Purpose

The purpose of this permit is to allow for the facilitation of a successful special event, while at the same time, minimizing the impact of a special event on community members and to ensure the city's ability to provide emergency services to the public at all times.

This permit determines what requirements and regulations must be adhered to while conducting a special event so that temporary zoning approval may be granted for incidental or infrequent uses/events such as but not limited to, circuses, fairs, carnivals, festivals, and outdoor sales, that are commonly associated with a business or club which include but is not limited to civic, fraternal, charitable, religious, social and patriotic organizations.

This permit also applies to those seeking to facilitate parades, motorcycle/automobile runs, promotional demonstrations, and charitable/nonprofit events that impact public areas.

For a lawful special event to take place, approval by the city via an authorized Special Event Permit and other associated permits, is required. It is the responsibility of the Special Event Permit applicant to conform to current laws, regulations and requirements; that all applicable fees are paid; and to ensure that an event remains in compliance throughout its entirety.

Failure to comply with the requirements of the Special Event Permit Application can result in the inability of an event to take place with potential legal consequences. The city's Police and Fire & Rescue departments can and will halt any special event if it's determined that any portion of the event is hazardous to any participant or the health, safety, and welfare of the public is jeopardized at any time.

Per the Constitution for the State of New Mexico (Article 9 – Section 14), city services cannot be donated to any person, public or private corporation.

Special events shall be limited to two (2) events per business/organization per every twelve calendar months.

Exceptions

It is not necessary to obtain a Special Event Permit for a private/public gathering of people that would not otherwise occur unless any of the following will take place:

- Selling/vending of food
- Selling/vending of alcohol
- Dedicated safety resources are necessary
- Tents or other structures are erected
- Event impacts traffic/vehicle flow and access

A Special Event Permit is not needed in conjunction with a facility rental agreement – use of city park, city facility such as the Rio Rancho Aquatic Center, etc. – unless any of the following will occur:

- Selling/vending of food
- Selling/vending of alcohol
- Dedicated safety resources are necessary
- Tents or other structures are erected
- Event impacts traffic/vehicle flow and access

A Special Event Permit does not supersede the City of Rio Rancho Traffic Code which provides that no procession or parade – with the exception of the U.S. Armed Forces, the military forces of this state, and the Rio Rancho Police and Fire & Rescue departments - shall occupy, march, or proceed along any street except in accordance with a properly obtained and issued Special Event Permit. Funeral processions are exempt.

Special Meeting

If upon reviewing an applicant's Special Event Permit Application, more information/clarification is deemed to be necessary, a meeting with a Special Event Application Review Committee – staff from the City Manager's Office; Police Department; Fire & Rescue Department; Development Services Department; Parks, Recreation and Community Services Department; Department of Public Works; Office of the City Clerk; and the Convention and Visitors Bureau – will be scheduled.

Checklist

- _____ Submit completed permit to Development Services Department with permit fee – see pages 5 and 6
- _____ Include site plan with permit – see page 7
- _____ Add City of Rio Rancho to liability insurance and submit with permit – see page 7
- _____ If vending/selling food or alcohol, contact Office of the City Clerk at (505) 891-5004 for more information about a Special Dispenser's Permit and Business License – see pages 8 and 11
- _____ Contact Fire & Rescue Department at (505) 896-8293 to schedule inspection for food/alcohol vendors – see page 8
- _____ Contact and schedule propane inspection at (505) 222-9808 if propane will be Used while cooking – see page 8
- _____ Verify and submit payment for safety resources (police and fire) – see page 9
- _____ Include copy of sign diagram if necessary – see pages 9 and 10
- _____ Include tent and canopy plan and schedule inspection of tent(s) with Fire & Rescue Department by calling (505) 896-8293 – see page 10
- _____ Include traffic plan with permit – see pages 10 and 11
- _____ Obtain property owner permission to conduct event if applicant is not property owner and submit with permit –see page 11
- _____ Obtain signatures of those affected by special event, if necessary, and include with permit – see page 12
- _____ Sign and have declaration statement notarized and include with permit – see pages 13 and 14

Submission

All Special Event Permit applications should be submitted to:

Development Services Department
3200 Civic Center Circle NE (1st Floor)
Rio Rancho, NM 87144
Phone (505) 891-5005
Fax (505) 896-8994

Application Fees

Organizations/Business/Individuals: \$67.00
Youth Groups: \$15.00

Please make payment to the CITY OF RIO RANCHO. Fees must be paid prior to issuance of an approved Special Event Permit. Fee payment can be made on the first floor of Rio Rancho City Hall, 3200 Civic Center Circle NE Rio Rancho, NM 87144.

All Special Event Permit applications must be submitted to the city at least 30 days from the date of the event. Failure to submit an application at least 30 days in advance can jeopardize the issuance of a Special Event Permit.

Contact and Event Information

Name of Event Organizer/Contact Person: _____
Address: _____
E-mail Address: _____
Home Telephone Number: _____
Cellular Telephone Number: _____

Name of Organization if Applicable: _____
Address: _____
E-mail Address: _____
Home Telephone Number: _____
Cellular Telephone Number: _____

Agent Name if Applicable: _____
Address: _____
E-mail Address: _____
Home Telephone Number: _____
Cellular Telephone Number: _____

Name of Event:

Date(s) of Event:

Event Hours of Operation:

Type of Event (check all that apply):

Public _____ Private _____ City _____ Nonprofit _____

Location(s) of Event:

Address of Event:

Set up Dates and Times of Event:

Event Removal Dates and Times:

Estimated Total Attendance at Event:

Briefly Describe the Event:

Site Plan

Applications submitted without a site plan or with an incomplete site plan, may result in a Special Event Permit application being delayed or denied. Site plans must be submitted with the Special Event Permit Application.

The site plan is a detailed map of your event that includes layout/set up information. Please include the following details on your site plan:

1. Boundaries of the planned event
2. Tent and canopy locations – see section 8-5-13 for tent and canopy information
3. All proposed fencing - including temporary - for the event, including the location of all entrance and exit gates and identification of all emergency exit locations
4. All stage and riser locations if applicable
5. All proposed portable toilet locations; all hand-washing stations
6. A north arrow with all streets labeled
7. Vendor locations and what will be sold
8. Alcohol locations, if being sold or served

Liability Insurance

Proof of liability insurance as well as proof of liability insurance for all associated vendors or entities affiliated with a special event must accompany this application. The City of Rio Rancho must be included/listed on this insurance as an additional insured.

If the city determines that insufficient insurance has been provided, the city will request the Special Event Permit applicant to provide an event bond and/or additional insurance.

Food and Beverage

Will food and/or alcoholic beverages be served?

*Serving alcohol requires a Special Dispenser’s Permit. Contact the Office of the Clerk at (505) 891-5004 for more information.

Will food be prepackaged?

Will vendors be cooking or heating food?

Vendor(s) Name and Contact Information:

All vendors must be inspected at one (1) predetermined time. Call the Fire & Rescue Department at (505) 896-8293 to schedule an appointment. It is advised that this is done 30 days prior to the event.

Deep fryers protected by a hood system shall have been inspected within the prior six (6) months. Cooking vendors will have a minimum size type 2A 10BC fire extinguisher serviced or manufactured in the past year. A class K extinguisher, serviced or manufactured in the past year, is also required.

A propane fueled cooking apparatus requires an inspection from the State of New Mexico Propane Inspector. You may contact the L.P. Gas Bureau, 5200 Oakland Avenue NE Alb., NM 87113, at (505) 222-9808 to schedule an inspection.

Any food service operation not already licensed by the State of New Mexico must apply for a Temporary Food Service Permit from the New Mexico Environment Department at www.nmenv.state.nm.us or (505) 827-1840, and submit their permit in conjunction with this application.

Vendors who are already licensed and will be participating in a special event must provide a copy of their permit in conjunction with the Special Event Permit Application.

Safety Resources

Payment of Police and Fire & Rescue department personnel and equipment fees is required prior to the issuance of an approved Special Event Permit.

Please make payment to the CITY OF RIO RANCHO. Fee payment can be made on the first floor of Rio Rancho City Hall, 3200 Civic Center Circle NE Rio Rancho, NM 87144.

The city reserves the right to require that a certain number of Police Department personnel and Fire & Rescue Department personnel are present at a special event.

Fee Schedule

Police Department Personnel: \$33.50 per hour/per officer

Fire & Rescue Department Personnel: \$33.50 per hour/per officer

Police and Fire Vehicles: \$100.00 per vehicle/per hour

If the Police and Fire & Rescue departments deem before or during an event that additional staff and/or resources are needed to ensure the health, safety, and welfare of the public, the permit holder will be required to pay all applicable fees.

Signs (Special Event and Single Event)

(A) Signs may be placed in the right-of-way no sooner than one week before the event and must be removed no later than 24 hours after the conclusion of the event.

(B) The maximum number of signs that may be posted is six (6) per event.

(C) Due to the limited duration of these types of events, no permit is required for this type of sign.

(D) The maximum square feet allowed for this sign is eight (8) square feet.

No temporary sign shall be located in the clear sight triangle, obstruct or impair access to a public sidewalk, public or private street, driveway, traffic control sign, bus stop, fire hydrant, or any other type of street furniture, or otherwise create a hazard, including a tripping hazard.

Signs in the right-of-way may not be posted on medians, trees, utility poles, or other utility structures located in the right-of-way.

Please mark an X next to SIGNS on the line below if signs are going to be used during any portion of your special event.

SIGNS _____

Please attach a drawing of the sign including wording, arrows, square footage, and a site plan showing locations of all signs.

Tents

A tent vendor (supplying and erecting the tent) must submit tent plans to the Fire & Rescue Department 30 days prior to the event.

Use of a tent requires a separate site plan showing total square footage, tent location(s) on site, occupant load, location of generators if going to be used, location of heating units if going to be used, location of lighting if going to be used, location of fire extinguishers, location of exits (exit signs), and location of emergency lighting.

Tents must be erected per Fire & Rescue Department standards. For additional information please contact the fire marshal at (505) 896-8293.

A fire inspection from the city is required prior to the event. All inspections must be scheduled 30 days prior to the event. Call (505) 896-8293 to schedule an appointment.

For questions about differences between tents and canopies and necessary inspection requirements, please contact the fire marshal at (505) 896-8293.

Please mark an X next to TENT(s) on the line below if tent(s) are going to be used during any portion of your special event.

TENT(s)

Traffic Plan

A detailed map indicating any traffic control points, detours and special routes that you believe will be needed for the special event should be included as part of the Special Event Permit Application.

If you cannot provide a traffic plan, the Police Department will provide one to you.

In reviewing a traffic plan that has been submitted by the applicant or a plan prepared by the Police Department, number of city personnel required to facilitate your event in a manner that ensures public safety at all times will be provided along with associated costs.

The Police Department will determine necessary resident/business notification and consent requirements associated with any traffic plan.

Business License

All food, beverage, or other affiliated vendors must have a current Rio Rancho Business License on file with the Office of the City Clerk to operate in conjunction with a special event. This includes those entities receiving a fee to be a part of, perform or operate at a special event.

A copy of this license must accompany this application. Please contact the Office of the City Clerk at (505) 891-5004 or visit their first floor offices at Rio Rancho City Hall, 3200 Civic Center Circle NE Rio Rancho, NM 87144, for more information or to obtain a license application.

Property Verification

Verification of a property owner's permission to conduct a special event, if the event is to be held on property not under ownership of the applicant, is required.

Please attach verification to this permit application with property owner's name, signature, statement authorizing property use for special event, and contact information (address, telephone number and e-mail address).

Declaration Statement - Must be Notarized

The undersigned ("Applicant") as the organizer and/or coordinator of the event described in the Special Event Application, does hereby declare that the event will be conducted in accordance with all applicable federal, state, and local laws, and the requirements, conditions, and recommendations made by the City of Rio Rancho and their designees. The Applicant understands that violations of ordinances will not be permitted, and that this Special Event Permit, if approved, may be revoked at any time by any member of the Police Department or Fire & Rescue departments if any of the following occur: the event becomes a public nuisance; violations of ordinances are committed by any participant; or if any of the conditions imposed as part of the Special Event Permit Application are not met. The Applicant understands that any significant changes to the event (date, time, location, logistics, size, etc.) that occur after the date the event was approved and permitted will require that the Special Event Permit Application be resubmitted to the City of Rio Rancho and/or that the changes be approved. The Applicant understands that the City of Rio Rancho and its employees, officials and agents will not be responsible for changes made by the Applicant or participating entities prior to, during, or after the event.

Furthermore, the Applicant hereby releases and discharges the City of Rio Rancho, its officers, agents, and employees from any and all claims, damages, or losses, of any kind and nature whatsoever, which the Applicant, its members or participants may have, now or in the future, arising from or in connection with the event and/or activities occurring in connection with the event. The Applicant further agrees to indemnify, hold harmless, and defend the City of Rio Rancho, its officers, agents, and employees from any and all claims, damages and losses of any kind and nature whatsoever, arising from or in connection with, the event and/or activities occurring in connection with the event.

Notwithstanding, any services provided by the City in connection with the event, the Applicant assumes responsibility for the security, safety, disposal of any refuse, debris, or litter, and traffic control at the location of the event, for the duration of the event.

Applicant's Name: _____

Name of Person Signing (if different): _____

Title of Person Signing (if applicable): _____

Signature: _____

Date: _____

**APPLICANT MUST HAVE SIGNATURE NOTARIZED WITH
ONE OF THE FORMS ON THE FOLLOWING PAGE**

Original Copy

Applicant must maintain original copy of approved application at event at all times.

NOTARIZATION FOR INDIVIDUALS

STATE OF NEW MEXICO }
COUNTY OF SANDOVAL } ss.

This instrument was acknowledged before me on _____ by
date

name

Notary Public

My Commission Expires: _____

NOTARIZATION FOR ENTITIES (Corporations, LLCs, etc.)

STATE OF NEW MEXICO }
COUNTY OF SANDOVAL } ss.

This instrument was acknowledged before me on _____ by
date

_____, as _____ of _____.
name of officer/agent signing title of person signing name of entity (applicant)

Notary Public

My Commission Expires: _____

FOR OFFICE USE ONLY – Development Services

Received By:

Date Received:

Application Fee Amount & Payment Received:

Food Service(s) Permit Required and Included:

Proof of Liability Insurance Included:

Property Verification Required and Included:

Tent Plan Required and Included with Application:

Traffic Plan Required and Included with Application:

Safety Resources Payment Required and Received:

Signature Requirement Necessary and Included:

Sign Diagram Required & Included:

Business License(s) Required & Included:

Declaration of Responsibility Signed:

Additional Permits Required:

Additional Comments:

Forward to:

Police Department

Date Forwarded: _____ Date Returned: _____

Comments:

Number of personnel and equipment required for event including traffic plan needs:

Cost of personnel and equipment including traffic plan needs:

Traffic Plan: Approved _____ Denied _____

Police Department Plan Attached _____

Comments including if additional resident/business notification is required:

Nam of Department Reviewer:

Signature of Department Reviewer & Date:

Fire & Rescue Department

Date Forwarded: _____ Date Returned: _____

Comments: _____

Fire Inspection Required:

Food Vendor Inspection Required and Inspection Appointment Established:

Number of personnel and equipment required for event:

Cost of personnel and equipment:

Tent Plan: Approved _____ Denied _____

Comments: _____

Name of Department Reviewer:

Signature of Department Reviewer & Date:

Parks, Recreation, and Community Services Department

Date Forwarded: _____ Date Returned: _____

Comments: _____

Name of Department Reviewer:

Signature of Department Reviewer & Date:

Office of the City Clerk

Date Forwarded: _____ Date Returned: _____

Comments: _____

Business License(s) Verified or Obtained if Required:

Special Dispenser's Permit for Alcohol Verified or Obtained if Required:

Name of Staff Reviewer:

Signature of Staff Reviewer & Date:

Convention and Visitors Bureau

Date Forwarded: _____ Date Returned: _____

Comments: _____

Name of Staff Reviewer:

Signature of Staff Reviewer & Date:

Public Works Department

Date Forwarded: _____ Date Returned: _____

Comments: _____

Name of Department Reviewer:

Signature of Department Reviewer & Date:

City Manager's Office

Date Forwarded: _____ Date Returned: _____

Comments: _____

Name of Staff Reviewer:

Signature of Staff Reviewer & Date:

Approval/Denial – Development Services

Date Permit Issued:

Permit Number:

Date Permit Denied:

Comments: _____
