

County of Bernalillo Special Event Application

PART I. EVENT INFORMATION

DATE REVIEWED
Revised 10/30/2006

Name of Event

One Day, Multiple Day Event Consecutive Days, Non Consecutive Days

Date(s) of Event

Day (ex. Friday) Date (M/D/Y)

Time of Event

Start (ex. set –up time) End (ex. take down)

Location/Route

Attach a map for a Route

Event Sponsor

Individual Organization

Contact

Responsible for conduct of activity

Phone Number

Voice Mobile/Pager Fax

Mailing Address

Street or P.O. Box

City State Zip Code

This event is: Public Private Outdoor

Approximate number of persons expected to attend _____

- **Map** Attach a map of the **event route** for races, parade and/or walks.
- **Site Plan** Draw a **site plan** of the event. (ex. parking, staging, tents, liquid waste, etc.)
- **Signatures** Attach a list of **signatures, addresses, and phone numbers** if the proposed event will affect residents and/or businesses due to the street closure.

PART II. EVENT CHECK LIST

Check the box that pertains to your event.

- | | | | |
|---|--------------------------------------|----------|---|
| <input type="checkbox"/> Bike or Foot Race | Public Works | 848-1500 | Blockage of streets or sidewalks requires a barricading plan. A barricade permit will be issued and a minimal fee required. |
| <input type="checkbox"/> Block Party | Department | | |
| <input type="checkbox"/> Parade, Run, or March | | | |
| <input type="checkbox"/> Usage of streets or sidewalks | | | |
| <hr/> | | | |
| <input type="checkbox"/> Bonfire/ Mantanza or Open Burning | Bernalillo County
Fire Department | 761-4225 | Any open burning you need to contact the Fire Marshal's Office for permit and Requirements. |
| <hr/> | | | |
| <input type="checkbox"/> County Park Usage | | | |
| <hr/> | | | |
| <input type="checkbox"/> State Highway Usage | | | |
| <hr/> | | | |
| <input type="checkbox"/> Film Shoot Usage | | | |
| <hr/> | | | |
| <input type="checkbox"/> Fireworks/Pyrotechnics Display | Bernalillo County
Fire Department | 761-4225 | Contact the Fire Marshal's Office for permit and requirements. |
| <hr/> | | | |

PART III. INFORMATION CHECK LIST

**County Department or Division phone numbers and addresses are within permit.*

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You may need:	This event will include:	Information that should help:
<input type="checkbox"/> Alcohol Dispensing :	Special Dispenser's Permit	Applications are available at the County Clerk's Office.
<input type="checkbox"/> Barricades:	Barricade Permit	The applicant must hire a private Licensed Barricade company when barricades are Necessary. Permits can be obtained in the Public Work's Office.
<input type="checkbox"/> Dust	Dust Control & Dust Control Permit	When using dirt lot or field a dust permit is required. Call Environmental Health, Air Quality Division, to process permit
<input type="checkbox"/> First Aid Station:	Emergency Medical Standby Team	See "Ambulance Services" in the telephone directory or contact the Bernalillo County Fire Department.
<input type="checkbox"/> Food	Environmental Health Permit(s)/ Fire Department	The Environmental Health Department issues Temporary Food Event Permits M-F 8am-4pm Menu submittal is required. The Bernalillo Fire Marshal's Office may require additional information.
<input type="checkbox"/> On site preparation		
<input type="checkbox"/> Community Event		
<input type="checkbox"/> Organizer's Permit		
<input type="checkbox"/> Temporary Food/Beverage Establishment Permit		

INFORMATION CHECK LIST *continued*

<input type="checkbox"/> Hot Air Balloon(s) <input type="checkbox"/> <i>Tethered #</i> _____	Liability Insurance & Compliance with FAA Regulations	Contact the FAA for flight regulations and the Construction Coordinator with Public works if on Public right of way.
<input type="checkbox"/> Motor Vehicles <input type="checkbox"/> <i>Moving #</i> _____ <input type="checkbox"/> <i>Stationary #</i> _____	Describe the type of vehicles (i.e. 18 wheel tractor-trailers, classics cars, floats, go carts, bicycles, ect)	This information is primary for emergency access purposes.
<input type="checkbox"/> Musical Performance	Noise Permit	Noise Permits are required and issued the Environmental Health Department for music and/or loud noise that exceeds County Ordinance.
<input type="checkbox"/> Parking Considerations	Public Parking/Bagged Meters	Special Parking arrangements should be made with the Zoning Department if The event affects parking facility.
<input type="checkbox"/> Pyrotechnics	Fire Marshal's Approval required.	Contact the Fire Marshal's Office for Specific regulations. See Department list.
<input type="checkbox"/> Street Closure	Emergency Access Lane	An Emergency Access Lane 13' wide at Any given point is required if a street Is closed. Contact the Fire Marshal's Office for specific information.

INFORMATION CHECK LIST continued

<input type="checkbox"/> Tents or Canopies	Tent Permit	Tent or canopies permits are issued by the Fire Marshal's Office
<input type="checkbox"/> Trash Solid Waste Removal	Solid Waste Removal	Private clean up services are available.
<input type="checkbox"/> Vending (For Profit) Includes food, novelties, Crafts, any items being sold For profit.	Conditional Use Permit	<u>ALL</u> vendors at events are required to obtain a Conditional Use Permit from the County's Zoning Department. Non-Profit Vendors are exempt. Applications can be Obtained at the Zoning Department M-F 8am-5pm or call 505-314-0350.

PART IV. DEPARTMENT SIGNATURES

All required signatures, according to your event, must be obtained to become a permit.

Public Works Department (505) 848-1500
2400 Broadway, SE
Bldg. B. Albuquerque, NM 87102

Construction Coordinator Date
 Approved Denied

Barricade Permit: *N/A* *Required* *Permit Fee \$*

Comments: _____

State Highway Department (505) 841-2700
7500 Frontage Rd NE
Albuquerque, NM 87102

State Highway Representative Date
 Approved Denied

This portion must be approved and signed by the State Highway Department if the activity will be On Tramway Blvd., Coors, Paseo Del Norte, Interstates, frontage roads and other State owned roads.

Comments: _____

Risk Management (505) 314-0440

111 Union Station SE
Suite 201
Albuquerque, NM 87102

TULIP Program Date
 Approved Denied

Comments: _____

DEPARTMENT SIGNATURES continued

Park & Recreation (505) 314-0400

111 Union Station SE
Albuquerque, NM 87102

Community Rec. Section Manager Date
 Approved Denied

Comments: _____

Zoning Enforcement (505) 314-0350

111 Union Station SE
Albuquerque, NM 87102

Zoning Inspector Date
 Approved Denied

<i>Does the zone allow this event?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Sign Permit</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Public Dance Permit</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Tent Permit</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Circus / Carnival Zone Code</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Special Exception</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments: _____

Community Events Division (505) 768-3555

400 Marquette NW
6th floor, Room 605
Albuquerque, NM 87102

Community Events Representative Date
 Approved Denied

Comments: _____

Environmental Health Department (505) 314-0310

11 Union Station
3rd floor, Room 3023
Albuquerque, NM 87102

Environmental Health Rep/Food Date
 Approved Denied

- | | | | | |
|--------------------------------------|------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| <i>Special Dispenser's Permit(s)</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Issued | <input type="checkbox"/> Denied |
| <i>Temporary Food Establishment</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Issued | <input type="checkbox"/> Denied |
| <i>Noise Permit</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | <input type="checkbox"/> Issued | <input type="checkbox"/> Denied |
| <i>Dust Control Measures</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | | |
| <i>Liquid Waste</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | | |
| <i>Grease Containers</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | | |
| <i>Chemical Toilets</i> | <input type="checkbox"/> N/A | <input type="checkbox"/> Required | | |

Contact # _____ ADA _____

Trash Removal *Required*
Company Name _____ *Contact Name and Number* _____

Number of food/drink vendors/dispensers at this event: _____

Comments: _____

Fire Marshal's Office (505) 761-4225

6840 2nd St NW

Suite 302

Albuquerque, NM 87107

Fire Marshal

Date

Approved

Denied

Emergency Access Lane

N/A

Required

Issued

Denied

Fire Hydrant Access

N/A

Required

Issued

Denied

Special Cooking Arrangements

N/A

Required

Issued

Denied

Fire Extinguisher(s) needed

Yes

No

Type _____

Standby Emergency Team

Yes

No

Rescue

Pumper

Special Considerations

Elderly

Handicap

Comments: _____

Bernalillo County Sheriff's Department

North Valley Area
6900 4th St NW
(505) 314-0030

East Area Command
17 South Zamora
(505) 281-1400

South Valley Command
2039 Isleta Blvd SW
(505) 314-0010

Area Commander

Date

Approved

Denied

Comments: _____

Part V Declaration

I _____ do hereby declare that the enclosed event will be conducted in accordance with the requirements and recommendations made by the County Events Committee. 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 any member of the County Events Committee, Sheriff's Department or Fire Department, if in their opinion, any of the following occur: The event becomes a public nuisance; violations of statutes or ordinances are committed by any participant; any of the recommendations herein referred to as the "EVENT PERMIT" are not met. I understand that any significant changes (date, time, location, logistics, and the like) to the event after the date was reviewed by the County Events Committee will require that I resubmit the "Event Permit" to the Committee members and/or obtain approval of the changes from the respective departments. Additionally, I understand that the County of Bernalillo, County Events Committee will not be held responsible for changes made by the event organizer or participating entities prior to, or during, the event.

Signature of Applicant

Date