



DATE APPLICATION RECEIVED:

SPECIAL EVENT APPLICATION

Apply minimum of **30 days** in advance of event.

Parade and events with Alcohol require application a minimum of **90 days** in advance of event.

For assistance with application please visit Parks & Recreation Department located at 801 Resort Drive or

Call Office: (575) 257-5030 Fax: (575) 257-3897

Mail Application and fees to: Special Events Office, c/o Parks & Recreation, 313 Cree Meadows Dr., Ruidoso, NM 88345

***\$100/Day Event Fee for Commercial Businesses; **\$50/Event for Not-for-Profit Event**

EVENT INFORMATION:

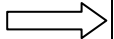
DATE(S) OF EVENT:		# of Days: _____ (Not to exceed 5 consecutive days)	
LOCATION OF EVENT:			
TIMES OF EVENT- FROM:		TO:	ESTIMATED # OF ATTENDEES: _____
NAME OF EVENT:			
PROVIDE DETAILED DESCRIPTION OF EVENT:			
NAME OF EVENT COORDINATOR:			
EMAIL:	DAY PHONE:	OTHER PHONE:	
NAME OF ORGANIZATION:		____ VOR BUSINESS REGISTRATION #: _____	
		____ NON PROFIT ORGANIZATION #: _____	
ADDRESS:			
CITY:	STATE:	ZIP:	

CHECK EACH LINE BELOW AND RETURN REQUIRED FORMS & FEES:

RETURN FORMS/PERMITS

___ Required – Signed Special Event Application	___ SIGNED APPLICATION
___ Required – Copy of Non-Profit Corporate Report with #	___ COPY OF NON PROFIT
___ Required – Completed & Notarized Hold Harmless Agreement (Return Attachment in this packet)	___ HOLD HARMLESS FORM
___ Required - Liability Insurance of \$1,000,000 naming Village of Ruidoso as Additional Insured	___ COPY LIABILITY INS.
___ Required – Business Licenses & NM CRS # See Vendor List (Return Attachment in this packet)	___ VENDOR LIST
___ Required – Completed Event Site Map (Return Attachment in this packet)	___ EVENT SITE MAP
___ Required – Completed & Signed Owner’s Affidavit Form (Return Attachment in this packet)	___ OWNER’S AFFIDAVIT
___ Required – Event Road Map for Parade/Procession	___ ROAD MAP
___ Required – Signed Permit from NM DOT for Road Closure when using Sudderth or Mechem	___ NM DOT ROAD FORM
___ Required – Additional fee For Solid Waste Pick Up and/or Receptacles	___ SOLID WASTE DEPT FEES
___ Required – Ensure Temporary Food Permits for all Food Vendors at Event	___ TEMP. FOOD PERMIT
___ Yes ___ No – Banner will be used	___ TEMP. BANNER PERMIT
___ Yes ___ No -- Amplified sound shall be required at event	___ NOISE PERMIT
___ Yes ___ No – Alcoholic Beverages will be served/sold (Security & Fencing will be required)	___ NM PICNIC PERMIT
___ Fee Paid when permit received Receipt # _____ Date: _____	

REQUIRED EVENT APPLICATION FEES (101-46211)



Application Fee	\$100 per day (Commercial Business) \$ 50 per event (Not For Profit Organization)
Park Rental Fees	Wingfield Park & White Mountain Complex (\$375 all day w/electricity, \$200 ½ day w/electricity; \$75 all day no electricity) (Concession Stands are not included at these sites they are by pre-bid only) Parking Lots (\$75 no electricity)
Traffic Safety Equipment/NMDOT	\$300 per event
Solid Waste Fee (522-46100)	\$33.97 additional pick up fee per event

OTHER DEPARTMENT FEES

Banner Permit	GET STICKER AT VILLAGE HALL PLANNING DEPT. 258-4343
Business License	\$35.00 annually (Applicant is responsible that each vendor have a Ruidoso Business License unless event is held on Village Property. (Forms available at Village Hall or Parks & Rec. Office)

EQUIPMENT RENTAL FEES (101-46211)

Daily rental based on 10% of replacement cost. Customer shall continue to pay the daily rental fee until equipment has been returned in good condition or payment of replacement cost has been received.

Name	Replacement Cost	Rental Fee
Stage sections (set of 6)**	\$ 600.00	\$ 60.00 per day
Picnic tables (wood, max. 4)**	\$ 500.00 each	\$ 10.00 per day
Trash barrels**	\$ 100.00 each	\$ 10.00 per day
Safety fence**	\$ 150.00 per roll	\$ 15.00 per day
Traffic signs	\$ 20.00	\$ 2.00 each
Traffic cones	\$ 15.00	\$.50 each
Hand held timer	\$ 300.00	\$ 30.00 per day
Safety vests	\$ 5.00	N/A
**Weekday other equipment delivery/setup/breakdown		\$ 25.00 per hr. per staff
**Weekend other equipment delivery/setup/breakdown		\$ 35.00 per hr. per staff

No Refunds for set up, delivery & take down fees for inclement weather if work was performed and event was not rescheduled.

I UNDERSTAND AS THE APPLICANT I AM RESPONSIBLE FOR ENSURING THAT MY BUSINESS/ORGANIZATION COMPLIES WITH ALL RELEVANT LOCAL, STATE, AND FEDERAL REGULATIONS AND THAT ALL REQUIREMENTS LISTED ABOVE HAVE OR WILL BE MET. APPLICANT ENSURES THAT ALL VENDORS WILL HAVE A RUIDOSO BUSINESS LICENSE WITH THE EXCEPTION OF EVENTS HELD ON VILLAGE PROPERTY WHERE ONLY NM CRS NUMBERS ARE REQUIRED. APPLICANT HEREBY AFFIRMS THAT, TO THE BEST OF THEIR KNOWLEDGE, THE STATEMENTS AND INFORMATION ON THIS APPLICATION ARE TRUE AND CORRECT. ISSUANCE OF A PERMIT DOES NOT IMPLY THAT ALL SUCH REQUIREMENTS HAVE BEEN MET.

SIGNATURE OF APPLICANT:

DATE:



**VILLAGE OF RUIDOSO
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

(Name of Organization)	
acting through its authorized agent,	
(Agents Name and Title)	
agrees to defend, protect, indemnify, and hold the Village of Ruidoso, New Mexico, a municipal corporation, harmless from any personal injury or property damage suffered by the	
(Name of Organization)	
its members and participants, the Village, or by third parties resulting from the	
(Name of event)	
to be held on the following date(s)	
, 20____,	
from:	to: (time) at the following location,
(location), additionally agrees to obtain liability insurance covering the event and naming the Village of Ruidoso as additional insured in the policy amount of at least one million dollars (\$1,000,000) per event.	
<i>Signature of Authorized Agent:</i>	

Notary Seal

COUNTY OF LINCOLN
STATE OF NEW MEXICO

SUBSCRIBED AND SWORN to before me this	day of
, 20____.	
Signature of Notary Public	
My Commission Expires:	

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VOR OFFICE USE ONLY: SIGNATURES BELOW WILL BE OBTAINED BY SPECIAL EVENT OFFICE

PLANNING DIRECTOR	Shawn Fort	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
SOLID WASTE DIRECTOR	Jeff Kaplan	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
ROADS/STREET	JR Baumann	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
FIRE CHIEF	Harlan Vincent	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
POLICE CHIEF	Joe Magill	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
CODE ENFORCEMENT	Eisenberg/Simpson	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
SPECIAL EVENT OFFICE	Debbie Jo Almager	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>
VILLAGE CLERK	Irma Devine	<i>(Sign if approve)</i>	DATE:	<i>Please comment here if not approving event</i>



VENDOR LIST FORM

This form must be completed & returned with application for permit to be issued.

(Note: All food vendors require a NM State Temporary Food Service Permit)

Name of Event: _____

Date(s) of Event: _____

APPLICANT IS RESPONSIBLE FOR ENSURING THAT ALL VENDORS HAVE A NM CRS NUMBER AND A RUIDOSO BUSINESS LICENSE WITH THE EXCEPTION OF EVENTS HELD ON VILLAGE PROPERTY WHERE ONLY NM CRS NUMBERS ARE REQUIRED.

	<u>VENDOR LEGAL BUSINESS NAME & ADDRESS</u>	<u>NEW MEXICO CRS #</u>	<u>VOR BUSINESS LICENSE #</u>
1)	_____ _____ _____	_____	_____
2)	_____ _____ _____	_____	_____
3)	_____ _____ _____	_____	_____
4)	_____ _____ _____	_____	_____
5)	_____ _____ _____	_____	_____
6)	_____ _____ _____	_____	_____
7)	_____ _____ _____	_____	_____
8)	_____ _____ _____	_____	_____
9)	_____ _____ _____	_____	_____

IF ADDITIONAL SPACE IS REQUIRED PLEASE MAKE COPIES OF THIS FORM AND ATTACH TO APPLICATION

EVENT SITE PLAN

(THIS FORM MUST BE COMPLETED & RETURNED FOR PERMIT TO BE ISSUED)

- Include Roads/Streets from starting point to end of proposed roads to be closed for event
- Include location & sufficient # of bathrooms available
- Include location & sufficient # parking is available
- Include location & sufficient electricity is available
- Include location of emergency access & exits on site map
- Include location & sufficient # of solid waste receptacles
- Include location of all vendors on site map.



SPECIAL EVENT PRIVATE PROPERTY

OWNER'S AFFIDAVIT

We, I _____ being duly sworn, depose and say that (*I am*) (*we are*) the owner(s) of property located at _____, legally described as _____, for which (*I am*) (*we are*) granting permission for conducting a special event: _____, on date(s) _____

as applied for through the Village of Ruidoso, New Mexico.

Owner's Signature: _____

Address: _____

Day Phone: _____

NOTARY SEAL

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**COUNTY OF LINCOLN
STATE OF NEW MEXICO**

Subscribed and sworn to before me this ____ day of _____, 19__.

Notary Public

My Commission Expires: _____



Village of Ruidoso
OUTDOOR NOISE PERMIT APPLICATION
FOR AMPLIFIED SOUND

DATE OF REQUEST: _____

NAME OF CONTACT: _____ DAY PHONE #: _____

NAME OF BUSINESS: _____ VOR BUSINESS LICENSE # _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

Applicant must ensure that the noise level remain at reasonable level so as not to be a nuisance to people inside their residences or place of business and must cease at 9:00 p.m. weekdays (Sunday-Thursday) and 10:00 p.m. (Friday & Saturday) on the day of the event.

ALCOHOL: ____Yes ____No

If yes, applicant must adhere to VOR Ordinance Sec. 10-9. Security personnel required where alcoholic beverages may be consumed.

PLEASE DESCRIBE SPECIAL EFFORTS TO MINIMIZE ADVERSE EFFECTS UPON THE COMMUNITY OR THE SURROUNDING NEIGHBORHOOD: _____

Applicant's Signature: _____ Date: _____

This permit shall serve as your authorization to have amplified noise as designated in the Village of Ruidoso Ordinance Sec. 38-31.

Reviewed by Code Enforcement: _____ Date _____
(Chris Eisenberg or Bobby Simpson, Code Enforcement Officer)

Reviewed by Special Event Office: _____ Date: _____
(Debbie Jo Almager, Director of Parks, Rec. & Economics Activities)

Reviewed by Village Clerk: _____ Date: _____
(Irma Devine, Village Clerk)

Copies to: 1) Code Enforcement 2) Police Department 3) Special Events Office