



## Village of Los Ranchos de Albuquerque

6718 Rio Grande Blvd. NW.

Los Ranchos, NM 87107

Office: (505) 344-6582 ▪ Fax: (505) 344-8978

### EVENT REQUEST FORM

TODAY'S DATE: \_\_\_\_\_ REQUESTER'S NAME: \_\_\_\_\_

ORGANIZATION'S NAME: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIMES OF EVENT: \_\_\_\_\_

EVENT LOCATION(S): \_\_\_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

DO YOU PLAN TO HAVE AMPLIFIED MUSIC? (*circle one*) YES / NO

IF ANSWERED YES ABOVE, WHAT KIND OF MUSIC? (*DJ, band, etc.*) \_\_\_\_\_

PLEASE PROVIDE AS MANY DETAILS AS POSSIBLE FOR YOUR EVENT (*For example, if the event is a school activity in the park, include the activities planned.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF RESPONSIBLE PERSON TO CONTACT DURING THE EVENT:

NAME: \_\_\_\_\_ REACHABLE PHONE #: \_\_\_\_\_

EMAIL / FAX TO SEND EVENT REQUEST RESPONSE: \_\_\_\_\_

#### CONDITIONS OF APPROVAL: (*requester must initial each*)

Amplified music MUST end no later than 10:00 p.m.

Speakers for amplified sound will be aimed inward to the property.

Parking must be managed to ensure emergency vehicle access.

*Evening Events:* The use of bright activity shall conform to the Dark Skies Ordinance.

This letter serves as approval for your event on \_\_\_\_\_, 20\_\_\_\_ at the above address, with the listed Conditions of Approval being met. Thank you for submitting this request. If you have any questions, please call me at (505) 344-6582.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village of Los Ranchos de Albuquerque Administrator

Copy to: Fire Department, Sheriff's Office