

Village of Los Ranchos de Albuquerque

6718 Rio Grande Blvd. NW
Los Ranchos, NM 87107
Office: (505) 344-6582 | Fax: (505) 344-8978



SPECIAL EVENT APPLICATION ¹

Today's Date: _____ Event Date(s) & Time(s): _____

Event Location: _____

Applicant Name(s): _____

Organization Name (if applicable): _____

Physical Address: _____

Primary Contact Phone Number: _____ Alternate Phone Number: _____

Email Address: _____ Driver's License Number: _____

Event Description: _____

Will there be amplified sound? ² _____ Yes _____ No

Will there be exterior lighting? ³ _____ Yes _____ No

Special events are those which are **not** private and may involve any of the following. Private events involving any of the following do not require this permit and may submit a Special Private Event application. Please check all that apply:

Will there be tents covering an area of 20 x 20 square feet or more? _____ Yes _____ No

Will there be sales/vending of food and/or beverages? _____ Yes _____ No
If yes, all non-Los Ranchos based vendors must have a Los Ranchos vendors license.

Will there be sales/vending of alcohol? _____ Yes _____ No

Will public safety services (fire, police, EMS) be needed? ⁴ _____ Yes _____ No

Will public streets/parking lots/sidewalks be closed or restricted? _____ Yes _____ No

Will there be more than 200 attendees? _____ Yes _____ No
Estimated Attendance: _____

Will there be extra sanitation (Roll off containers, portable toilets)? _____ Yes _____ No

¹ Application will be forwarded to Bernalillo County Fire Department for their review.

² Speakers must face inward to the property. Please be mindful and courteous to the neighbors around you and limit fugitive noise.

³ Exterior lighting must be compliant with the [Dark Skies Ordinance §9.2.20](#).

⁴ If yes, application will be forwarded to Fire Department and/or Sheriff's Office for their review. Applicant will be contacted by the Fire Department and/or Sheriff's Office with any questions and, if applicable, to schedule an inspection or arrange times for services.

Required Documents:

Liability Insurance

- Amount of one million dollars (\$1,000,000) per occurrence of general liability naming the Village as additionally insured as follows:
Village of Los Ranchos de Albuquerque, 6718 Rio Grande Blvd NW, Los Ranchos, NM 87107

Site Plan

- General layout of event, including the following, if applicable:
 - o Location of fenced areas for alcohol
 - o Location of vendors
 - o Location of tents
 - o Location of food preparation
 - o Entry and exit points
 - o Arrangement of tables and seating
 - o Location and arrangement of amplified sound
 - o Location of on-site parking
 - o Location of additional sanitation facilities (e.g. roll-off containers, portable toilets)

Traffic Control Plan

- General layout of traffic flow and off-site parking, if applicable.
- Any traffic restrictions, street closure, sidewalk closure, sidewalk restriction, or temporary traffic stops, including temporary crosswalks, temporary no parking signage, or other temporary traffic control measures require a Los Ranchos Barricade Permit.

Alcoholic Beverages Permit

- [Alcoholic Beverage Control permit\(s\) from State of New Mexico Regulation & Licensing Department](#), if applicable.

Waste Disposal Plan

- Written description of waste collection and disposal, including contact with a waste management service, if using additional sanitation facilities, such as roll-off containers or portable toilets.

APPLICANT ACCEPTANCE OF AGREEMENT & INDEMNIFICATION

I understand that I will be contacted by a Village employee within five (5) business days from the date my application is submitted and that my application for a special event is not finalized until it is signed by a Village Representative and any required fees are paid. I attest that all the information provided in this application is true and correct.

I agree to indemnify and hold the Village of Los Ranchos de Albuquerque, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and all other costs of defense, arising out of or related to the activities of myself and participants during this event under the terms of this application. I understand that the Village of Los Ranchos is NOT a sponsor of this activity/event nor will it provide any supervision of the activity.

Applicant Signature: _____ Date: _____

Signature is required. Signature acknowledges that the applicant has read and understands the agreement.

Applicant must be 18 years of age or older.

For Office Use Only

Check all that apply:

Proof of Liability Insurance Received: _____
Staff _____ Date _____

Site Plan Reviewed: _____
Staff _____ Date _____

Traffic Control Plan Reviewed: _____
Staff _____ Date _____

Alcoholic Beverages Permit(s) Received: _____
Staff _____ Date _____

Waste Disposal Plan Reviewed: _____
Staff _____ Date _____

Forwarded to Fire Department: _____
Staff _____ Date _____

Fire Department: Approves / Denies / Approves with Conditions (attached)

Forwarded to Sheriff's Office: _____
Staff _____ Date _____

Sheriff's Office: Approves / Denies / Approves with Conditions (attached)

The above applicant has received permission to hold this event, parameters outlined in application.

Village Administrator

Date