



City of Artesia
511 W. Texas
P.O. Box 1310
Artesia, NM 88211-1310

APPLICATION FOR PUBLIC EVENT

NOTE: Acceptance of this application by the City of Artesia does **NOT** indicate or guarantee approval of the application or the dates requested. City staff will review each application. Additional information may be requested by City personnel prior to submittal of the application to the City Council for consideration. No statement made by City staff or elected official prior to consideration by the City Council shall obligate the City of Artesia in any manner. Approval by City Council is contingent upon all requirements, payment of fees, and Public Safety discretion and approval.

NAME OF EVENT: _____

NAME OF SPONSORING ORGANIZATION: _____

NAME OF PERSON COMPLETING APPLICATION: _____

POINT OF CONTACT: _____ TELEPHONE: _____

CELL PHONE #/EMERGENCY CONTACT (two individuals): _____

ADDRESS: _____
Street City State Zip Code

DATES OF EVENT: _____

LOCATION OF EVENT: _____
(If event will have multiple activities & locations, list on separate sheet)

ANTICIPATED # OF EXHIBITORS: _____ TIME OPEN TO THE VENDORS: _____

ANTICIPATED # OF VISITORS: _____ TIME OPEN TO PUBLIC: _____

CLOSING TIME: _____

LAST EVENT SPONSORED BY ABOVE REFERENCED INDIVIDUAL AND/OR ORGANIZATION:

DATE OF LAST EVENT SPONSORED: _____

This application form was designed for use by applicants for various types of events. Please answer all questions; you may attach additional pages if necessary.

1. Describe type of event and how this event will benefit the community. _____

2. What is expected traffic pattern for event? **Attach a site map indicating location of each activity/vendor(s), fire lanes, garbage receptacle and porta potties.** _____

3. Describe how sanitation control (garbage & restrooms) will be provided and maintained. _____

4. Describe how public safety, traffic and crowd control will be provided (Events that are held during daylight hours will not be required to have security personnel present. Events that are held after nightfall will be required to have a total of two bonded security personnel present. Carnivals are required to have four bonded security personnel present at all times. The Artesia Police Department will track public safety response within a ½ mile radius from event to determine future security requirements. If public safety responds to 3 or more calls related to the event, future security requirements will be increased). _____

5. How many participants and visitors are anticipated and where will parking be provided. _____

6. How have parking impacts and street closures been coordinated with the neighbors (residential and/or business)? _____

7. Describe how fire lanes will be identified and kept open. _____

8. Will the event require the closure of any street or alley? If so, list street name(s) with date and time of requested closure. (City Personnel are not responsible for setting up and taking down of the barricades or equipment for the event. Note: City Personnel must have 48 hours notice on placement of equipment.) _____

9. If any event activity or vendor requires electrical connections or other accommodation to operate, indicate location and how you anticipate meeting their needs (All vendors will be required to pass inspection prior to operating and must provide proof of all applicable licenses. City of Artesia is not responsible for damage to any of applicant or vendors equipment). _____

10. How will the event area be cleaned before, during and after the event? _____

11. When specifying location of event activity/vendor(s), do you anticipate utilizing any area not owned or managed by the City of Artesia? Yes No If yes, the **owner/manager of subject property must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____ Title: _____

Address: _____ Telephone: _____

Signature of authorizing authority: _____

A. If the City of Artesia approves this application for public event, will your organization grant permission for the sponsoring organization to use your property on the dates specified, for the purpose and activities described in this application? Yes No If yes, please complete the following:

B. Are there any limitations or restrictions on use of your property? Yes No If yes, please describe in detail _____

C. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury _____

12. If nature of this event requires event workers to stay overnight (such as carnival or other event workers) where and how do you anticipate providing their lodging? If you anticipate utilizing private property(s) for lodging or other purposes, **the owner of the subject property(s) must complete and sign** the following:

Name of property owner: _____

Authorizing authority: _____

Title: _____

Address: _____

Telephone: _____

Signature of authorizing authority: _____

A. Are there any limitations or restrictions on use of your property? Yes No If yes, please describe in detail _____

B. Do you require the event sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? Yes No If yes, please indicate coverage limits you require for general liability, property damage and/or personal injury? _____

C. How will use of your property by event workers impact neighboring property owners? Describe steps that will be taken to mitigate any adverse impact(s) _____

13. Please provide any other information, which you believe, will assist the City in the review process:

14. By signing this form, I/We understand and agree to clean the facility I/We plan to use.

15. Will food vendors be present at your event? Yes No

FOOD VENDOR REQUIREMENTS:

(A) One serviceable 10 lb Dry Chemical (Type A, B, C) extinguisher on hand. Extinguisher should be readily available at each location.

(B) All electrical extension cords must be a minimum of 12/3, UL approved outdoor type extension cords. No "daisy chains" with the use of extension cords will be allowed. Access to the extension cords must be isolated from public traffic.

(C) ANY flammable fuel (propane, butane, gasoline/diesel for generators only) must be stored in an approved container, and a minimum separation distance of 35ft from any open flame will be required for storage of all fuel.

16. Will a tent or shelter be set-up? Yes No If yes, have you obtained a City permit? Yes No

17. Will a grill be used? Yes No

18. **INSURANCE REQUIREMENTS:** Sponsoring organization must provide to the office of the City Clerk/Finance Director an insurance certificate, 10 days prior to event, with the City of Artesia, New Mexico and other applicable parties shown as Additional Named Insured. Minimum coverage to be as follows: \$1,000,000 Liability; \$1,000,000 Bodily Injury.

Can you provide this Insurance Certificate? Yes No

Signature of applicant: _____

Date: _____



**CITY OF ARTESIA
APPLICATION FOR PUBLIC EVENT
ADDITIONAL REQUIREMENTS**

NOTE: NO ALCOHOLIC BEVERAGES WILL BE SERVED ON CITY PROPERTY.

REQUIREMENTS: (Fees must be paid in advance of use upon Council approval)

- ___ *BARRICADES (\$30 per location)
- ___ *CONES - \$5.00 per 10 cones
- ___ LARGE POWER SUPPLY – 1 available (Jaycee and Roberts Park) \$50
- ___ SMALL POWER SUPPLY – 3 available (Jaycee and Roberts Park) \$35
- ___ POWER DISTRIBUTION PANELS – 2 available (Guadalupe, Central, Jaycee and Roberts Parks) \$35
- ___ LIGHTS (Roberts Park Band Stand - \$500 deposit)
- ___ EXTRA DUMPSTERS - \$25 each
- ___ POLICE ASSISTANCE (Applicable fees applied)
- ___ STANDBY FIRE/AMBULANCE (\$102 first hour, \$76 second hour, and \$19 each fraction thereof)

\$ _____ **TOTAL COST FOR USE OF FACILITIES** (*There will be a \$200 cap on fees*)
(Cap excludes Police- Fire/Ambulance Service Fees)

*APPROVAL CONTINGENT UPON RECEIPT OF ALL APPLICABLE FEES, LICENSE (S)
AND DEPT APPROVALS*

*CITY PERSONNEL ARE NOT RESPONSIBLE FOR SETTING UP AND TAKING DOWN OF THE BARRICADES OR EQUIPMENT FOR THE EVENT.

MISCELLANEOUS:

This section to be completed by City staff

Review and comment by **POLICE DEPARTMENT:** Commander Chavarria 746-5000 and Commander Olivas 746-5000

Review and comment by **FIRE DEPARTMENT:** Fire Chief Hummingbird 746-5050 and Fire Marshal Abner 746-5050

Review and comment by **PUBLIC WORKS DEPARTMENT:** Alonzo Acosta 746-9821

Review and comment by **FINANCE DEPARTMENT:** Aubrey Hobson 746-2122

Review and comment by **PUBLIC UTILITIES DEPARTMENT:** _____

Jimmy Bustamante 748-8812 *(only if needing additional dumpsters)

Decision of City Council: Approve Disapprove

Date of decision: _____

Conditions: _____



ARTESIA FIRE DEPARTMENT

3300 W. MAIN STREET - SUITE F

ARTESIA, NM 88210

(575) 746-5051

Application for

Canopy

Tent

Event Permit

Permit No. _____

A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT

IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED.

TENTS OR CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A FIRE OFFICIAL.

APPLICANT _____ PHONE # _____

ADDRESS _____

REASON FOR TENT/EVENT/CANOPY _____

DATES: FROM _____ TO _____

HOURS OF OPERATION _____

WILL FOOD BE COOKED OR SERVED? _____ YES _____ NO

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO
(Exterior grade extension cords are required for any use outside)

SIGNATURE OF OWNER/AGENT _____

- Permit Granted** Date Permit Issued _____ Issued By _____
- Permit Denied** Remarks _____

Canopy / Tent Requirements

Provide the following information to the Fire Department before a permit can be issued:

- A site plan drawn to scale showing the location and size of the canopy / tent in regards to the building and other canopies / tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory.
- A note on the submitted plans stating, “No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the canopy / tent.”
- A note on the submitted plans stating “a 4A 60BC fire extinguisher (or equivalent) will be provided and mounted no higher than 48” above finished floor to the handle.”
- Number (#) of canopies / tents and their sizes.
- If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
- Occupant load signs will be printed by the Fire Department and placed at the tent entrances / exits.

Below are the Code sections from the 2009 International Fire Code for reference only.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).

2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.

2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.

2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.

2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the ICC *Electrical Code*.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent, canopy or membrane structure unless approved by the Fire Code Official.