



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.** \_\_\_\_\_

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

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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 1/2 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*). \_\_\_\_\_

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

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

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

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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.*)

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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*). \_\_\_\_\_

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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. **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:**

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**This section to be completed by City staff**

Review and comment by **POLICE DEPARTMENT:** \_\_\_\_\_

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

Review and comment by **FIRE DEPARTMENT:** \_\_\_\_\_

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

Review and comment by **PUBLIC WORKS DEPARTMENT:** \_\_\_\_\_

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

Review and comment by **FINANCE DEPARTMENT:** \_\_\_\_\_

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

Review and comment by **PUBLIC UTILITIES DEPARTMENT:** \_\_\_\_\_

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

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**Decision of City Council:**     Approve     Disapprove

Date of decision: \_\_\_\_\_

Conditions: \_\_\_\_\_

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