



VILLAGE OF RUIDOSO EVENT APPLICATION

TYPE OF EVENT (check one):

<input type="checkbox"/>	SPECIAL EVENT- # OF DAYS: _____ (not to exceed 5 consecutive days)
<input type="checkbox"/>	OUTDOOR AND/OR LIVE ENTERTAINMENT
<input type="checkbox"/>	FUNDRAISING EVENT BY NONPROFIT ORGANIZATION (business registration # _____ required):
<input type="checkbox"/>	PARADE / PROCESSION PERMIT (include number and type of participants; e.g. floats, horses in detailed description)

DATE OF APPLICATION:
DATE OF EVENT:
TIMES OF EVENT- FROM: _____ TO: _____
NAME OF ORGANIZATION:
<input type="checkbox"/> PROFIT <input type="checkbox"/> NON-PROFIT (attach proof of non-profit status)
NAME OF PERSON APPLYING FOR PERMIT:
ADDRESS:
PHONE: _____ EMAIL: _____
DETAILED DESCRIPTION OF EVENT:
LOCATION OF EVENT:
HOW MANY BOOTHS OR SPACES ARE TO BE RENTED:
NEW MEXICO STATE TAX IDENTIFICATION NUMBER:
WILL ALCOHOLIC BEVERAGES BE ALLOWED OR SOLD:
ESTIMATED ATTENDANCE PER EVENT: _____ PER DAY: _____
PROVIDE WRITTEN APPROVAL FROM PROPERTY OWNER (include contact information):

VILLAGE APPROVAL (Get signatures):

POLICE CHIEF	258-7365	Wolfgang Born	DATE:
FIRE CHIEF	257-4116	Thomas Gavin	DATE:
PLANNING DIRECTOR	258-4343	Robert Decker	DATE:
PARKS & REC DIRECTOR	257-5030	Debbie Almager	DATE:
VILLAGE CLERK	258-4343	Irma Devine	DATE:

RULES AND REGULATIONS

1. ATTACH COPY OF CERTIFICATE OF INSURANCE
2. ATTACH HOLD HARMLESS AND INDEMNIFICATION FORM (attached)
3. ATTACH WRITTEN PERMISSION FROM PROPERTY OWNERS WHERE EVENT IS TO BE HELD
4. ATTACH SCALED, DIMENSIONED PLAN OF EVENTS PREMISES SHOWING LOCATION AND ACTIVITY FOR ALL INTERIOR AND EXTERIOR ACTIVITIES INCLUDING VENDING BOOTHS, STANDS AND TENTS. EMERGENCY ACCESS SHALL BE MAINTAINED THROUGHOUT DURATION OF EVENT FOR ALL INTERIOR AND EXTERIOR ACTIVITIES.
5. ATTACH PROOF OF AVAILABLE PARKING TO ACCOMMODATE ESTIMATED TRAFFIC
6. ATTACH CERTIFICATION FOR AVAILABILITY OF RESTROOMS DURING ALL HOURS OF OPERATION
7. IF ALCOHOLIC BEVERAGES ARE TO BE AVAILABLE OR PERMITTED, ATTACH COPY OF NM ALCOHOL AND GAMING SPECIAL EVENT PERMIT (PICNIC LICENSE)

THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT THEIR BUSINESS COMPLIES WITH ALL RELEVANT LOCAL, STATE AND FEDERAL REGULATIONS. ISSUANCE OF THIS PERMIT DOES NOT IMPLY THAT ALL SUCH REQUIREMENTS HAVE BEEN MET. APPLICANT HEREBY AFFIRMS THAT, TO THE BEST OF THEIR KNOWLEDGE, THE STATEMENTS AND INFORMATION ON THIS APPLICATION ARE TRUE AND CORRECT.

SIGNATURE OF APPLICANT:	DATE:
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