

COUNTY OF SANDOVAL SPECIAL EVENT PERMIT REQUIREMENTS

1. Contact Name and information
2. Completed Application
3. Insurance information
4. Site Plan(s)
5. Parking Plan(s)
6. Appropriate fees

IF REQUIRED:

7. Porta Potty Contract
8. Environment Dept Food Permit
9. Security Contract
10. Fire / EMS Contract
11. Business registration application (provided by the Clerk's Office)
12. CRS from taxation and revenue (only for events held every year)
13. Business license

**INCLUDING THIS INSTRUCTIONAL COVER, THERE IS 5 PAGES TO THIS
PACKET**

Application must be complete prior to submittal, incomplete applications will be returned.

Application fee of \$200.00 and additional fees for County Services will be determined at time of review.

This packet must be received at the Planning and Zoning Office at least thirty (30) days prior to the event.

SANDOVAL COUNTY
APPLICATION FOR SPECIAL EVENT PERMIT

Any Special Event Sponsor requiring county approval, services, assistance, or / other support from the County of Sandoval for a special event must provide the following information
Submittal of application does not constitute approval. All applications must be reviewed and appropriate fees paid prior to issuance of permit. **There are 5 pages to this application.**

NAME OF SPONSOR: _____

STATUS: (circle one) Private entity Unincorporated 501c3 other _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

EVENT HOURS: _____ SET UP HOURS _____ BREAKDOWN _____

DESCRIPTION OF EVENT: _____

SITE FOR EVENT (list if multiple locations use additional sheet if necessary): _____

LEGAL DESCRIPTION(S) and PRESENT ZONING OF PROPERTY(IES): _____

PROJECTED ATTENDANCE: _____ PAST ATTENDANCE: _____

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: _____

RAIN POLICY: _____

DATE APPLICATION MADE: _____

HOLD HARMLESS CLAUSE:

The special event sponsor hereby agrees to indemnify and hold harmless the County of Sandoval, New Mexico, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor’s operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the County of Sandoval acting within their scope of their employment. Further, the event sponsor agrees to indemnify the County of Sandoval and any of its agents, public officers, officials, or employees and authorized volunteers for any attorney fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor’s use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special Event Sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance along with your completed application by at time of application review to the Planning and Zoning Office, Sandoval County 1500 Idalia Bldg D Bernalillo, NM 87004 Insurance coverage shall be from companies and in amounts acceptable to the County of Sandoval. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

PRIVATE PROPERTY:

Event sponsors must provide a notarized letter from the property owner allowing event on their property.

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special Event Sponsor agrees to use the public property at _____ in Sandoval County, New Mexico, known as _____, the County of Sandoval does hereby agree to permit for use, at no cost, these premises for the date(s) of _____ through _____. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and hereby agrees to all county requirements contained in the Zoning Ordinance. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or building and/or pavement.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the permit is being sought, to waive and relinquish all claims that may result in any manner against the County of Sandoval, its agents, public officials, officers, employees and/or authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the County of Sandoval acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein, and in the Zoning Ordinance. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the County of Sandoval, as outlined herein. I/we understand that the lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event. **Permit applied for and all terms and stipulations agreed to by:**

Name (please print)

Signature

Signatory Title (if applicable)

Date

Sworn before me this _____ day of _____, 20__

(seal)

My Commission expires _____

THIS APPLICATION, WITH A DETAILED SITE(S) PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE COUNTY DEVELOPMENT OFFICE NO LATER THAN 30 DAYS PRIOR TO THE OPENING DAY OF THE EVENT. Applications receive late or incomplete maybe denied. Direct mail to **Sandoval County, Planning and Zoning P.O. Box 40, Bernalillo, NM 87004**. A copy of the application will then be reviewed by zoning for consideration of approval, denial, and scheduling.

Date application received: _____ **by:** _____.

APPLICANT MUST ROUTE FOR SIGNATURES:

Clerk's Office (Only for entities engaging in such occupation, trade or business): _____

Fire / EMS: _____

Sheriff: _____

Public Works (only if road closure is required): _____

Zoning: _____

FINAL STATUS: _____ **DATE:** _____

If approved, permit number: _____

Special Event Contact Information:

Clerk's office

Address- 1500 Idalia Bldg D Bernalillo, NM 87144

Contact number- (505)867-7572

Sandoval County Fire/EMS

Address- 314 Melissa Road, Bernalillo, NM 87004

Contact – Eric Masterson

Contacts number- (505)867-0245 cell (505) 206-3921

Sheriff

Address- 1500 Idalia Bldg A Bernalillo, NM 87004

Contact-Mike Traxler

Contact number- (505) 867-7526 cell (505) 220-0992

Public Works

Address- 2708 Iris Road NE Rio Rancho, NM 87144

Contact- Jason Clark

Contact number- (505)771-3314