

Revised 1.23.2020

NAME: \_\_\_\_\_ CURRENT DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_ RENTAL START TIME: \_\_\_\_\_ RENTAL END TIME: \_\_\_\_\_

RENTAL LOCATION: **PARK** (PLEASE SPECIFY WHICH PARK)

Parque de Cura Ramon Ortiz	Parque de Los Leones	Parque de los Veteranos	Commemorative Park	Johnny Trujillo Park
2250 Calle de Santiago	2240 Calle de Santa Ana	2000 Avenida de Mesilla	2801 Avenida de Mesilla	2600 Calle de Parian

→ **EVENT TYPE:**

Concert	<input type="checkbox"/>	Procession	<input type="checkbox"/>	Block Party	<input type="checkbox"/>	March	<input type="checkbox"/>	Training	<input type="checkbox"/>
Carnival	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Bike Race	<input type="checkbox"/>	Celebration	<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>
Community Activity	<input type="checkbox"/>	Run/Walk	<input type="checkbox"/>	School Activity	<input type="checkbox"/>	Art Show	<input type="checkbox"/>	Religious Activity	<input type="checkbox"/>

Other: (Specify) \_\_\_\_\_

Number of Participants/Spectators	Number of Event Staff/Volunteers	Total Number Expected

Date:	Start Time:	End Time:		Date:	Start Time:	End Time:		Date:	Start Time:	End Time:	
Date:	Start Time:	End Time:		Date:	Start Time:	End Time:		Date:	Start Time:	End Time:	

→**LOCAL STREET CLOSURE FEE:** \$250.00 per street per day. (Site plan and Street closure map must be included with application.)

→**TRAFFIC CONTROL:** Public Safety fees, if required, will be \$55 per hour per deputy.

Traffic Control	<u>Date:</u>	<u>Time</u>
		<u>Start:</u>
		<u>End:</u>

Traffic Control	<u>Date:</u>	<u>Time</u>
		<u>Start:</u>
		<u>End:</u>

→**BARRIERS AND TEMPORARY STRUCTURES:** Barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guard may be required and must be approved by Mesilla Fire Department.

Will temporary fences or barriers be erected?

Will temporary membrane structures be erected (tents, canopies)?

Will temporary stages or other structures be erected?

If yes, What quantity and size of Structures? \_\_\_\_\_

Description of Structure. \_\_\_\_\_

Yes:	No:
Yes:	No:
Yes:	No:

→**FOOD AND BEVERAGE:** Will food and/or beverages be sold, served or consumed at the event?

Yes:	No:
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→**ALCOHOL:**

Insurance and other provisions will be required when serving, consuming or selling alcohol. All alcohol sales require a New Mexico License.

\*\*Must be licensed within the Town of Mesilla to serve/distribute Alcohol.

\*Applicant must supply security and fencing for entire area where alcohol will be served and consumed.

Will alcoholic beverages be sold, served or consumed at the event?	Yes:	No:
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## SEE ATTACHED RULES AND REGULATIONS FOR USE OF FACILITY RENTALS

If you would like to hold the reservation with a credit card number please call 575-524-3262 with the following:

Credit Card Number, Expiration, CCV, Name on Card, and Billing Address as it appears on your statement.

**Signing below acknowledges the applicant agrees to the conditions included on this form:**

Name of Applicant (Printed) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## RULES AND REGULATIONS

\*All rental times include set-up and break-down.

### PARK

The person or persons to whom this permit is issued shall be liable for any loss, damage or injury sustained by any person present during the rental times stated above. The applicant will be responsible and accountable for persons participating in the event. (INITIAL)\_\_\_\_\_

No rope, chain or similar device may be attached to any plant or park equipment for any reason. (INITIAL)\_\_\_

No vehicles may be driven in or onto the park grass. (INITIAL)\_\_\_\_\_

Pet owners are responsible for keeping pets under control or on a leash. Pet owners are responsible for cleaning up after their pet. (INITIAL)\_\_\_\_\_

The applicant understands that the Park is a public place, and that additional people may be in the general area, however if other people are interfering with the actual activities of the rental area (i.e. refusing to move from the park during a scheduled practice), the applicant may call central dispatch to have the Mesilla Marshal's Department rectify the situation (Central Dispatch (575)526-0795, # sign, option 6). (INITIAL)\_\_\_\_\_

No blocking of public parking or residential parking in and around the park without consent. (INITIAL)\_\_\_\_\_

No open flame of any kind is allowed. (INITIAL) \_\_\_\_\_

**I understand by signing below that my deposit may be held in part/whole if any of the above violations occur.**

Name of Applicant (Printed)\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

APPLICATION FEE:	Date Submitted: _____	ADDED TO MASTER CALENDAR
STREET CLOSURE:	Date Submitted: _____	
DEPOSIT:	Date Submitted: _____	RETURN DEPOSIT VIA:
MISC. FEE:	Date Submitted: _____	MAIL
		SHRED
TOTAL:		RENTER PICKUP