

# Town of Mesilla

## PRIVATE SPECIAL EVENT



2231 Avenida de Mesilla  
P.O. Box 10  
Mesilla, NM 88046

Phone: (575) 524-3262 Fax: (575) 541-6327

**INSTRUCTIONS** – Incomplete applications will not be accepted. Please review the application and requirements set forth by our Mesilla Town Code (MTC) 5.20-Special Events Licensing. Attach all supplemental documentation if necessary. You may submit application in person or via email to our events coordinator. Application fee \$100/day.

1. Complete all sections of this application in full.
2. Attach all required documents, including a detailed site plan.
3. Submit the application within the timeframe required by Town Code.
4. Incomplete applications may be delayed or denied.
5. Approval is contingent upon review by all relevant Town departments.

### 1. APPLICANT INFORMATION

<i>Applicant Name/Organization:</i>	<i>Mailing address</i>
<i>Phone Number:</i>	<i>Email address:</i>

### 2. EVENT INFORMATION

<i>Event Name:</i>	<i>Event Location:</i>	<i>Date(s)/Time(s)</i>
<i>Event Description (type, purpose, activities):</i>		

### 3. SITE PLAN REQUIREMENTS

(Attach a detailed site plan including the following:)

- Event layout and boundaries
- Stages, tents, and structures
- Vendor locations (including food trucks)
- Parking areas (including additional/overflow parking)
- Street closures (if applicable)
- Emergency access routes
- Restroom facilities
- Waste disposal areas

### 4. EVENT DETAILS

- Will alcohol be served?  Yes  No
- Will amplified sound be used?  Yes  No

- Will there be vendors?  Yes  No
- Will there be food trucks?  Yes  No
- Will streets be closed?  Yes  No
- Security plan provided?  Yes  No
- Traffic control plan provided?  Yes  No

## 5. SPECIAL EVENT LICENSE REQUIREMENTS & EXPECTATIONS

All Special Event License holders shall comply with the following:

1. Maintain public safety at all times.
2. Provide adequate crowd control and security personnel.
3. Ensure emergency vehicle access is maintained.
4. Comply with all fire safety regulations and obtain Fire Department approval.
5. Provide sufficient sanitation facilities and waste disposal.
6. Prevent excessive noise and comply with Town noise ordinances.
7. Ensure proper traffic control and parking management.
8. Obtain all required state and local permits (including alcohol permits if applicable).
9. Maintain the event site in a clean and orderly condition.
10. Restore all public property to its original condition after the event.
11. Comply with all conditions imposed by the Town of Mesilla.
12. Be responsible for any damages to Town property.
13. Provide proof of insurance if required by the Town.
14. Follow all directives from Town officials during the event.
15. Any vendors/food trucks must have a Mesilla business license.

Failure to comply may result in revocation of the permit and/or penalties.

## 6. DEPARTMENTAL REVIEW & APPROVAL

### Fire Department

Approved:  Yes  No

<i>Signature:</i>	<i>Date:</i>
<i>Comments:</i>	

### Public Works Department

Approved:  Yes  No

<i>Signature:</i>	<i>Date:</i>
<i>Comments:</i>	

### ]Community Development

Approved:  Yes  No

<i>Signature:</i>	<i>Date:</i>
<i>Comments:</i>	

### Marshal's Office

Approved:  Yes  No

<i>Signature:</i>	<i>Date:</i>
<i>Comments:</i>	

**Town Clerk**

Approved:  Yes  No

<i>Signature:</i>	<i>Date:</i>
<i>Comments:</i>	

**7. APPLICANT CERTIFICATION**

I, the undersigned applicant, certify that all information provided is true and correct. I agree to comply with all requirements of the Town of Mesilla, including Mesilla Town Code Chapter 5.20, and all conditions placed upon approval of this Special Event Application.

I understand that failure to comply may result in denial, revocation, or penalties.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

Application Received Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Final Approval:  Approved  Denied