



SANDOVAL COUNTY SPECIAL EVENT PERMIT REQUIREMENTS

SANDOVAL COUNTY PLANNING & ZONING
1500 IDALIA RD, BLDG D
P.O. BOX 40
BERNALILLO, NM 87004
(505) 867-7628
FAX: (505) 771-7184

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

IF REQUIRED, ATTACH THE FOLLOWING WITH THE SUBMITTAL:

7. Porta Potty Contract
8. Environment Dept Food Permit
9. Security Contract
10. Fire / EMS Contract
11. Traffic Control Plan (based on the location, roads and facilities that may be impacted during the event).

THERE ARE 6 PAGES TO THIS PACKET INCLUDING THIS INSTRUCTIONAL COVER SHEET

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

Application fee of \$200.00 must accompany this application; additional fees for County Services, and payment of additional fees (see attached Fee Sheet), will be determined by the Committee during review.

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. THIS APPLICATION ALONG WITH A DETAILED SITE(S) PLAN AND ANY OTHER APPLICATBLE 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.

NAME OF SPONSOR: _____

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

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

SET UP HOUR: _____ EVENT HOURS: _____ BREAKDOWN HOURS: _____

DESCRIPTION OF EVENT: _____

LOCATION SITES FOR EVENT (include vicinity map of area containing all event sites):

PROVIDE LEGAL DESCRIPTION(S), ADDRESSES, and PRESENT ZONING OF ALL PROPERTY (IES): (ATTACH ADDITIONAL DOCUMENTS IF NEEDED):

FILMING:

STAGING/STORAGE/PARKING:

PERMITS/APPROVALS REQUIRED WITH THIS APPLICATION:

COUNTY ROAD R.O.W PERMIT _____

NMDOT HIGHWAY R.O.W PERMIT _____

IF THE EVENT SITE LOCATED AT A COUNTY FACILITY SITE THEN INDICATE THE COUNTY FACILITY SITE(S) AND LOCATION(S) BELOW, AND ATTACH COUNTY APPROVAL DOCUMENTS FOR USE OF THIS SITE:

FEES PAID BY APPLICANT FOR COUNTY FACILITY SITE(S) IN ADVANCE:

FEES OWED BY APPLICANT FOR COUNTY FACILITY SITE(S) FOLLOWING EVENT:

PROJECTED ATTENDANCE: _____

PAST ATTENDANCE: _____

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: _____

RAIN POLICY: May need to reschedule due to inclement weather

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 third party 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 third party, claims for personal or bodily injury, disease or death, or injury to or destruction of property, third party excluding claims caused by the breach, negligence or willful misconduct of 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 any for reasonable outside 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 to the County Planning and Zoning Division Office, Sandoval County, P.O. Box 40, 1500 Idalia Road, 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.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the for which 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 _____

You may mail the application to: **Sandoval County, Planning and Zoning Division, P.O. Box 40, 1500 Idalia Rd, Bldg. D, Bernalillo, NM 87004.** Applications received late or incomplete may be denied. A copy of a complete application will be forwarded to the appropriate divisions for review. Applicant will be contacted via email or phone as to the application status within ten (10) working days following the date of submittal of a complete application.

Date application received: _____ by: _____.

FOR COUNTY EVALUATION PURPOSES ONLY

Date reviewed: _____

Fire / EMS _____

Sheriff: _____

Public Works: _____

Tourism: _____

Zoning: _____

FINAL STATUS: _____

DATE: _____

If approved, permit number: _____



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FEES FOR USE OF COUNTY FIRE FACILITIES

County Fire Facility Base Fee: \$100.00/hr. (Minimum of 4 hours)

Additional Fees for County Staffing:

First Hour:	\$145.00
Each Additional Whole Hour:	\$108.00
Each 15 Minutes after Last Whole Hour:	\$27.00