



city of albuquerque

Parks and Recreation Department

Mayor Martin J. Chavez

Jay Hart, Director

## ***Balloon Fiesta Park 2008***

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*When application is complete, please Fax to 505 768-5305, or mail to:*

*Sandy Zuschlag  
Parks and Recreation Department  
1801 Fourth Street NW  
Albuquerque, NM 87102*

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## Balloon Fiesta Park – User Check List

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### **THE EVENT RESERVATION APPLICATION NEEDS TO BE SUBMITTED NOT LATER THAN:**

- |                                     |                        |
|-------------------------------------|------------------------|
| 1. Concerts, sales or larger events | 45 DAYS PRIOR TO EVENT |
| 2. Runs, smaller events             | 30 DAYS PRIOR TO EVENT |

#### **Non-refundable Application Fee attached:**

- \$35 For Runs and Walks or small events scheduled at the park
- \$100 For larger events (more than 3,000 people) that will include amplified sound, significant number of participants, alcohol, fireworks or use of a major portion of the park, or if food, beverage or merchandise will be sold, paid admission, etc.

***Application for use of Balloon Fiesta Park and Procedures for Review of Applications Policy should be started no later than 45 days before event. If an event occurs less than 45 days from the application date, an expedited process fee of \$70 for small events and \$200 for larger events (in lieu of the fees listed above) will be charged.***

Please see the adopted Fee Schedule for Balloon Fiesta Park for more information about fees. Please note that reductions in price can be give for businesses or organization that qualify as a current, unrevoked, Not for Profit, 501(c)(3) or 501(c)(4) Tax Exempt status.

#### **Not for Profit Status:**

Note: If claiming a business or organization with a current, unrevoked, Not for Profit, 501(c)(3) or 501(c)(4) Tax Exempt status. The required documents to be provided are:

- The Entity has been granted tax-exempt organization status under §501(c)(3) or §501(c)(4) of the Internal Revenue Code and is incorporated under the laws of the state of New Mexico through its Public Regulation Commission (PRC) as a non-profit corporation, and has provided to the City's representative:
- A copy of the tax-exempt organization determination letter issued to the entity by the Internal Revenue Service; and
- A copy of the entity's certificate of incorporation and the entity 's articles of incorporation as a nonprofit corporation as filed with the New Mexico Public Regulation Commission; and
- A copy of the most recent Federal form 990 filed by the entity; and
- A copy of the entity 's current corporate bylaws; and
- Copies of any licenses applicable to the entity 's current and proposed activities; and
- A listing of the current governing board members; and
- A current organizational chart.

PLEASE RETURN THE COMPLETED APPLICATION TO SANDY ZUSCHLAG, PARKS & REC. DEPT., FAX 505-768-5305, OR MAIL TO 1801 FOURTH STREET NW, ALBUQUERQUE, NM 87102.

**ONCE THE APPLICATION IS SUBMITTED, REVIEWED AND ACCEPTED THE APPLICANT MUST ENSURE THE FOLLOWING ARE COMPLETED:**

**CHECK LIST FOR COMPLETED BALLOON FIESTA PARK USE PERMIT:**

- Completed COA Special Event Application/ Permit (see separate attachment). This COA Special Event Application/ Permit provides the required approvals for other City Departments your event. Chief's Office of APD is the last signature on Permit. A site plan is required for this application. Please be aware that you should schedule a review by the COA Special Event Committee at least one month in advance.
- Notify Balloon Fiesta Park Stakeholders
- Provide a list of vendors and a site map for the proposed event.  
*All vendors must be registered with City and the State.*
- If needed, complete Park User Agreement.
- Provide required insurance certificate.
- Provide payment for damage deposit, park usage fee, etc. (see page of application)

**THE APPLICATION MUST BE EXECUTED NOT LATER THAN 45 DAYS PRIOR TO EVENT. If the permit is not completed within the required time frame, the permit could be cancelled or additional charges applied.**

*It is up to the applicant to conform to the current laws and requirements and assure that the event has all the necessary permits and remains in compliance throughout the entire event. Failure to comply with the requirements suggested by the City departments can result in a shut down of the event with possible legal ramifications.*

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## Balloon Fiesta Park – Application Process 2008

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### Application Process:

1. Review the 2007 Balloon Fiesta Park Reservation Map, Park Information Flyer, the City Special Events Application and 2007 Approved Fee Schedule.
2. Contact Sandy Zuschlag, 768-5366 from the Parks and Recreation Department concerning availability of use at the park. Park contact number during the event (from 7 AM – 10 PM in the summer, 8 AM - 5 PM in the winter) is 857-8437. *THE AFTER HOURS EMERGENCY PHONE NUMBER IS 250-3798.*
3. Fill out the attached Event Reservation Application.
4. Sign the declaration section on the Park Use Application.
5. If claiming “Non-Profit” Status, please provide proof of Non-Profit Status (e.g. Articles of Incorporation, Determination Letter for 501c3, etc.)
6. If available, attach a sketch or other information about the proposed event layout.
7. *Usage of the park may be coordinated with other activities. Exclusive usage of the launch field can only be guarantee if the entire field is reserved.*

After you have completed these steps, your application will be reviewed and the following options will occur:

**Option 1:** For walks, runs and small events (no food, beverage or merchandise sales) your application may be approved by the Parks and Recreation Department. The Parks and Recreation Department will issue you a Balloon Fiesta Park Event Permit.

**Option 2:** For larger events that will include amplified sound, significant number of participants, alcohol, fireworks or use of a major portion of the park:

✓ The Balloon Fiesta Park Operations and Management Advisory Board (e.g. representatives from nearby neighborhoods, the Albuquerque International Balloon Fiesta Event, local industry etc.) will review the proposed event. **The Advisory Board usually meets the second Tuesday of the month.** The completed Balloon Fiesta Park Application must returned to the Parks and Recreation office 7 days prior to the Advisory Board meeting for the Advisory Board to consider the event.

✓ The Special Events Permitting Committee (e.g. Police, Fire, Traffic, Environmental Health, Zoning, Neighborhood Coordination, etc.) will review your event. This Committee provides a “One Stop Shop” opportunity for proposed events to be reviewed. The Community Events Committee meets second and fourth Friday of every month; call 768-3556 to schedule a meeting). Items covered:

Street Closures	Tents	Trash Pickup
Musical Performances/ amplified sound	Alcohol Dispensing	Barricading
Dust Control	Police Services	Fire Department

**LAST SIGNATURE FOR APPROVAL IS CHIEF'S OFFICE, POLICE DEPARTMENT. The Parks and Recreation Department will only approve an application if these steps are**



**PART I. EVENT PLANNING INFORMATION**

Name of Event: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Start (including setup time)

End (including take down time)

Heaviest Use Period?

Area of Park to be used: \_\_\_\_\_

Projected Number of Participants: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

For Profit or Non Profit: \_\_\_\_\_

Contact/Address (person responsible for conduct of activity): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Voice

Mobile/Pager

Fax

Emergency Phone Number for the event (please provide two phone numbers):

\_\_\_\_\_

**PART I. SPECIFIC EVENT INFORMATION**

1. Have you or your organization sponsored a **SIMILAR SIZED EVENT**? If yes, please provide **EXAMPLES** from the last two years with name and phone contacts (on attachment if necessary): \_\_\_\_\_

2. The City of Albuquerque requires liability **INSURANCE** of \$1,000,000 with the City named as additional insured. (A note on the certificate is required that indicates: "Should any of the above described policies be cancelled or modified before the expiration date thereof, the issuing company will mail 30 days prior written notice to the certificate holder named to the left.") **Can you or your organization provide this level of insurance?**

Yes  No

3. Is this a **PUBLIC** event? Yes  No

If **YES**, how will you **PROMOTE** your event? : \_\_\_\_\_

4. If **NO**, are you proposing to **RESTRICT PUBLIC** access in any way?

Yes  No  If yes, please describe: \_\_\_\_\_

5. Will you have **SALES** or be collecting **DONATIONS**? Yes  No

If **YES**, please explain: \_\_\_\_\_

6. **FEES:**

a. Will you be **CHARGING ADMISSION**? Yes  No

b. Will tickets be **PRE-SOLD**? Yes  No

c. Will **RE-ADMISSION** be allowed? Yes  No

7. **FOOD AND BEVERAGES** (For events where food will be sold, no permit from Environmental Health is required for private parties, picnics, bake sales, etc.)

a. Do you want to **SERVE** or **SELL ALCOHOL**? Yes  No  If yes, please describe: \_\_\_\_\_

**Please Note:** If the Applicant is authorized to sell or serve liquor at the proposed event, then the Applicant will be required to have \$1.0 million liquor liability insurance identifying the City as additionally insured and will be required to obtain a Special Dispenses Permit. **If liquor is sold as part of an event, an additional 10% Liquor Surcharge will be charged. (Excluding existing leases).**

**ALL VENDORS ARE REQUIRED TO BE REGISTERED WITH THE STATE AND CITY.**

b. Do you want to **SELL, SERVE** and/or **COOK** food (circle which ones) Yes  No   
If cooking, describe heat source (propane, etc.): \_\_\_\_\_

c. What **UTILITIES** will you need? \_\_\_\_\_

**NOTE: ENVIRONMENTAL HEALTH DEPARTMENT MUST APPROVE PROPOSED POTABLE WATER SYSTEM USAGE FOR EVENT.**

8. **EVENT SETUP:**

a. Will **TENTS** be used (definition: enclosed on four sides): Yes  No

If yes, please describe (include information concerning size, location and number, please note, sandbag staking on grass only): \_\_\_\_\_

b. Will **FENCING** be used?

If **YES**, freestanding? Yes  No

c. Will **STAGES** be used? Yes  No   
If yes, please describe (include information concerning size, location and number:  
\_\_\_\_\_

d. What **VEHICLES** will be used? Yes  No   
If yes, describe number, type, purpose and where the vehicle is to be driven (For  
multi-day events, please provide vehicle number breakdown per date): \_\_\_\_\_

e. Will **AMPLIFIED SOUND** and/or **MUSIC** be used? Yes  No   
\_\_\_\_\_

If **YES**, describe (How will sound be monitored?):

*The applicant will ensure that any amplified sound is kept to a minimum and sound will  
not be directed toward the west towards the adjacent neighborhoods.*

**PART II. DECLARATION**

I \_\_\_\_\_ do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the Parks and Recreation Department. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by the Parks and Recreation Department, Albuquerque Police Department or Fire Department, if in their opinion, the event becomes a public nuisance, or violations of statutes or ordinances are committed by any participant or any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

I also acknowledge that I have reviewed the 2007 Fee Schedule and I understand the fees and charges for use of the park.

The event is not approved until the Parks and Recreation Department returns this agreement signed to the event sponsor.

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

**III APPROVALS (ADDITIONAL SIGNATURES MAY BE REQUIRED)**

- Notify Balloon Fiesta Park Stakeholders (specifically, NMGA, Gardunos on the Green, Eastdale Little League, AIBF, Transcore, Balloon Museum, neighborhood associations, etc.)?
- Notify Park Management & Recreation Services
- Notify Albuquerque International Balloon Fiesta
- If necessary, coordinate with Gardunos on the Green
- Approval by Balloon Fiesta Park Operations & Management Advisory Board  
Date: \_\_\_\_\_

**\*\*\*Note: If the event is more than two days long, a Park Use Agreement will need to be signed in addition to this application.\*\*\***

Parks & Recreation Department  
1801 Fourth Street NW  
Albuquerque, NM 87103

\_\_\_\_\_  
Date  
\_\_\_ Approved \_\_\_ Denied

Comments: See page 8



***IV. FEES: (INFORMATION TO BE FILLED OUT BY PARKS AND RECREATION)***

\_\_\_\_\_ Application Fee (\$35, \$100 or expedited fee)  
\_\_\_\_\_ Park Usage Fee  
\_\_\_\_\_ Anticipated Extraordinary Maintenance Costs  
\_\_\_\_\_ Refundable Damage/ Performance Deposit  
\_\_\_\_\_ Electrical (\$100)

\_\_\_\_\_ **Sub Total**

\_\_\_\_\_ **If Applicable - Additional Fee for Revenue Generating Activity**  
(\$0.50 or \$1.00/ participant or car)

\_\_\_\_\_ **If Applicable – 10% Liquor Surcharge**  
(\$0.50 or \$1.00/ participant or car)

\_\_\_\_\_ **Total**

***ARE INSURANCE DOCUMENT REQUIREMENTS (LIABILITY INSURANCE OR LIQUOR)?***

Yes? Date Received? \_\_\_\_\_

**NOTES:**

1. *Some equipment (e.g. trash cans, gray water tanks, etc. may be available for use/ rental through AIBF, Janie Jordan - 821-1000).*
2. *Fees do not include security, or other City of Albuquerque permitting costs*
3. *Fees are based on approved 2007 Balloon Fiesta Park Fee Structure.*
4. *Environmental Health Department must approve proposed potable water system usage for event.*
5. *All vendors/ businesses are required to be registered with the State and the City to do business in Albuquerque and the State of New Mexico.*

**PENDING ITEMS FOR APPLICANT:**

\_\_\_\_\_

**PENDING ITEMS FOR CITY:**

\_\_\_\_\_



CITY OF ALBUQUERQUE      PARKS & RECREATION  
*Balloon Fiesta Park – Restrictions*

Restrictions

**Applicable Ordinances (Variance from Mayor's Office is required):**

10-1-1-4 Park Property; 10-1-1-4 Sanitation; 10-1-1-6 Traffic; 10-1-1-7 Recreational Activities; 10-1-1-7; 10-1-1-8 Merchandising, Advertising and Signs; 10-1-1-10 Park Operating Policy

Selected Excerpts from City Ordinances:

- No hunting (air rifles, spring guns, bows and arrows, slings, trapping, guns)
- No vandalism
- No glass containers (except immediate emergency treatment)
- No dumping of garbage or rubbish.
- If no receptacles are provided, the responsible party shall carry all rubbish or waste away from the park.
- Bicycles are confined to paved surfaces. A bicyclist shall be permitted to wheel or push a bicycle by hand over grass.
- Motorized vehicle shall only be used in designated areas.
- Horseback riding only on designated bridle trails.
- Engage in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, model airplanes, and roller skate) in areas that have not been designated for that use.
- Vending and Peddling: Except as a licensed concessionaire by City and under the authority and regulation of the Mayor.
- Advertising: No advertising, except as licensed concessionaire and under the authority and regulation of Mayor.
- No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of Mayor.
- Trash pickup: Sponsor will contract with Solid Waste Department for pickup
- No dogs allowed at events (unless approved in advance)
- Balloon Fiesta Park Hours: 5 AM to 10 PM.

Other Rules:

- Vehicles not allowed on the grass unless pre approved prior to the event.
  - Park must be left clean and trash hauled away. Trash pickup can be arranged through COA Solid Waste Department.
  - Portable restrooms must be placed on asphalt, dirt or concrete areas.
  - Stakes are prohibited for tents; blocks, sandbags and water filled barrels only.
- Balloon Fiesta Park is the premiere ballooning capital of the world. Some restrictions may be imposed to ensure balloon compatibility.
- Camping is not allowed unless approved the Director of Parks and Recreation Department and the Balloon Fiesta Park Operations and Management Policy Board.