

EVENT ON CITY PROPERTY REQUEST



PLEASE COMPLETE ALL SECTIONS THAT ARE APPLICABLE TO YOUR EVENT

NAME OF EVENT: _____

LOCATION(S) OF EVENT: _____

DATE(S)/TIME(S) OF EVENT: _____

ORGANIZING AGENCY: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

CONTACT E-MAIL: _____

Type of Event (Please Circle All That Apply)

Parade March Protest Event in City Park Fun Run Street Closure

Federal Observation Other: _____

If Street Closure, please advise of location(s) of Street Closure(s) together with dates and times:

Will this event require a noise variance (for events using loud speakers after 9:00 pm) (please circle one) YES NO

If yes, please advise what date(s)/times requested: _____

If event is in a City of Clovis park, will vendor(s) be selling food/merchandise? (please circle one) YES NO

If yes, vendor(s) are required to provide proof of a City of Clovis business license, pay a \$100 fee payable to the City of Clovis no later than one week prior to the event. Vendor(s) shall contact City Administration at (575) 763-9654.

Will this event require a picnic license for alcohol? (please circle one) YES NO

If yes, please attach proposed map of area where alcohol is to be served, together with a letter stating how you intend to secure the area, and a copy of the completed picnic license application. Please Note - Alcohol cannot be located within 300 feet of a school or church without a waiver from the Clovis City Commission.

Will this event have a bounce house on City of Clovis property? (please circle one) YES NO

If yes, please provide a copy of the event insurance and a copy of the certificate of operation from the State of New Mexico Carnival Ride Insurance Program from the bounce house rental company.

Are rental of City items requested? (please circle one) YES NO

If yes, please check items requested below:

- Bleachers (\$75.00 per bleacher, per day) (insert number of bleachers) _____
- Stage Rental (\$250.00 during normal working hours. Additional \$15/hr per employee per hour outside of working hours) _____
- Trash Cans (\$3 each) _____

Will police or ambulance standby be requested for event? (please circle one) YES NO

If yes, please check standby requirements below:

- Police standby/escort times needed From: _____ To: _____
(\$50.00 per hour per officer)
- Ambulance standby needed From: _____ To: _____
(fee set by state)

Certificate of Liability Insurance for community events is required, naming the City of Clovis as an additional insured in the amount of \$1,000,000.00 per occurrence, with a copy provided to the City of Clovis prior to the event.

SIGNED: _____ Title: _____

PRINT NAME: _____ Date: _____

This Section for Completion by City of Clovis Staff



Fire Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Parks Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Police Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Public Works Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Additional Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

For Completion by City Administration

Total cost of event: _____

Date fees paid: _____ Cash/Check (please circle one)

Date proof of insurance provided: _____

Administration recommendation: _____

Reviewed By City of Clovis (please circle one) Approved Disapproved

City Manager Signature: _____ Date: _____