



### SPECIAL EVENT APPLICATION

Complete application forms & packet must be submitted a minimum of **30 calendar days** prior to the event.  
 Parades and events with Alcohol require application packet submitted a minimum of **90 calendar days** prior to the event.  
 For assistance with the application, please visit the Parks and Recreation Department at 535 Resort Drive or  
 By calling staff at (575) 257-5030 or E-Mail: [parksrec@ruidoso-nm.gov](mailto:parksrec@ruidoso-nm.gov)  
 Mail Application packet and fees to: VOR Parks & Recreation Dept. 313 Cree Meadows Drive, Ruidoso, New Mexico 88345  
**\*\$100 per day Event Fee for Commercial Businesses      \*\$50 per day Event Fee for Not-for-Profit Organizations**  
**Make Cashier Check payable to: Village of Ruidoso**  
**A \$500.00 refundable security damage deposit will be assessed for all special events held on Village Property**

**EVENT INFORMATION:**

DATE(S) OF EVENT:	# of Days: _____ (Not to exceed 5 consecutive days)
LOCATION OF EVENT:	
TIME OF EVENT - FROM:	TO: ESTIMATED # OF ATTENDEES: _____
NAME OF EVENT:	
PROVIDE DESCRIPTION OF EVENT:	
NAME OF EVENT COORDINATOR:	
E-MAIL:	DAY PHONE: OTHER PHONE:
NAME OF ORGANIZATION:	____ VOR BUSINESS REGISTRATION #: _____ ____ NON PROFIT ORGANIZATION #: _____
ADDRESS:	
CITY:	STATE: ZIP:

#### VILLAGE OF RUIDOSO – NEW MEXICO INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Name of Organization:

agrees to defend, protect, indemnify, and hold the Village of Ruidoso, New Mexico, a municipal corporation, harmless from any personal injury or property damage suffered by the named organization, its members & participants, the Village or by third parties resulting from the named event held on dates listed at location listed & additionally agrees to obtain liability insurance covering the event and naming the Village of Ruidoso as additional insured in the policy amount of at least one million dollars (\$1,000,000) per event.

*Signature of Authorized Agent:*

Notary Seal

COUNTY OF LINCOLN  
STATE OF NEW MEXICO

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_

, 20\_\_\_\_.

Signature of Notary Public

My Commission Expires:

### REQUIRED EVENT APPLICATION FEES

Event Fee	\$100 per day (Commercial Business) \$ 50 per day (Not For Profit Organization)
Park Rental Fees	<b>Wingfield Park :</b> Non Profit Fees - \$40 per 0-4 hour block or \$75 all day rental For Profit Fees - \$40 per 0-4 hour block or \$150 all day rental <b>White Mountain Recreation Complex, and Parking Lots :</b> \$40 per 0-4 hour block or \$75 all day rental (Concession Stands are not available for Special Events)
Solid Waste Fee <a href="tel:522-000-43406">522-000-43406</a>	\$63.26 per dumpster, per day

### OTHER DEPARTMENT FEES

Banner Permit for Tennis Court	GET STICKER AT VILLAGE HALL PLANNING DEPT. (575) 258-4343
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### EQUIPMENT RENTAL FEES (101-46211)

Daily rental based on 10% of replacement cost. Customer shall continue to pay the daily rental fee until equipment has been returned in good condition or payment of replacement cost has been received.

Name	Rental Fee	Total Due
Event Fencing	\$150	
20' x 20' Tent	\$150	
20' x 40' Tent	\$300	
Additional Day Tent Rental	\$25/day	
Portable Restroom (4 porta potty equivalent)	\$300/unit	
Additional Restroom Cleaning Fee	\$50/unit	
Additional Electricity/Water		
Set up fee	\$75	
**Weekday other equipment delivery/setup/breakdown		\$ 25.00 per hour / per staff
**Weekend other equipment delivery/setup/breakdown		\$ 35.00 per hour / per staff

**No Refunds for set up, delivery & take down fees for inclement weather.  
Ordinance 2019-18**

NOTES:

**I UNDERSTAND AS THE APPLICANT I AM RESPONSIBLE FOR ENSURING THAT MY BUSINESS/ORGANIZATION COMPLIES WITH ALL RELEVANT LOCAL, STATE, AND FEDERAL REGULATIONS AND THAT ALL REQUIREMENTS LISTED ABOVE HAVE OR WILL BE MET. APPLICANT ENSURES THAT ALL VENDORS WILL HAVE A RUIDOSO BUSINESS LICENSE WITH THE EXCEPTION OF EVENTS HELD ON VILLAGE PROPERTY WHERE ONLY NM CRS NUMBERS ARE REQUIRED. APPLICANT HEREBY AFFIRMS THAT, TO THE BEST OF THEIR KNOWLEDGE, THE STATEMENTS AND INFORMATION ON THIS APPLICATION ARE TRUE AND CORRECT. ISSUANCE OF A PERMIT DOES NOT IMPLY THAT ALL SUCH REQUIREMENTS HAVE BEEN MET.**

**SIGNATURE OF APPLICANT:**

**DATE:**

**CHECK EACH LINE BELOW AND RETURN REQUIRED FORMS & FEES:**

**RETURN FORMS/PERMITS**

<input type="checkbox"/> Required – Signed Special Event Application	<input type="checkbox"/> SIGNED APPLICATION
<input type="checkbox"/> Required – Copy of Non-Profit Corporate Report with Number #	<input type="checkbox"/> COPY OF NON PROFIT
<input type="checkbox"/> Required – Completed & Notarized Hold Harmless Agreement (Return Attachment in this packet)	<input type="checkbox"/> HOLD HARMLESS FORM
<input type="checkbox"/> Required - Liability Insurance of \$1,000,000 naming Village of Ruidoso as an Additional Insured	<input type="checkbox"/> COPY LIABILITY INS.
<input type="checkbox"/> Required – Business Licenses & NM CRS # See Vendor List (Return Attachment in this packet)	<input type="checkbox"/> VENDOR LIST
<input type="checkbox"/> Required – Completed Event Site Map (Return Attachment in this packet)	<input type="checkbox"/> EVENT SITE MAP
<input type="checkbox"/> Required – Completed & Signed Owner’s Affidavit Form (Return Attachment in this packet)	<input type="checkbox"/> OWNER’S AFFIDAVIT
<input type="checkbox"/> Required – Event Road Map for Parade/Procession	<input type="checkbox"/> ROAD MAP
<input type="checkbox"/> Required – Signed Permit from NMDOT for Road Closure when using Sudderth or Mechem	<input type="checkbox"/> NM DOT ROAD FORM
<input type="checkbox"/> Required – Additional Fee for Solid Waste Pick up and/or Receptacles if food is being served.	<input type="checkbox"/> SOLID WASTE DEPT FEES
<input type="checkbox"/> Required – Ensure Temporary Food Permits for all Food Vendors at Event	
<input type="checkbox"/> Yes <input type="checkbox"/> No – Banner will be used	<input type="checkbox"/> TEMP. BANNER PERMIT
<input type="checkbox"/> Yes <input type="checkbox"/> No -- Amplified sound shall be required at event	<input type="checkbox"/> NOISE PERMIT
<input type="checkbox"/> Yes <input type="checkbox"/> No – Alcoholic Beverages will be served/sold (Security and Fencing will be required)	<input type="checkbox"/> NM PICNIC PERMIT
<input type="checkbox"/> Fee Paid when permit received Receipt # _____ Date: _____	

**VOR OFFICE USE ONLY: SIGNATURES BELOW WILL BE OBTAINED BY SPECIAL EVENT OFFICE**

<b>SPECIAL EVENT OFFICE</b>	Rodney Griego	(Sign if approve)	DATE:	Please comment here if not approving event
<b>SOLID WASTE MANAGER</b>	Jerry Parsons	(Sign if approve)	DATE:	Please comment here if not approving event
<b>STREET MANAGER</b>	Josh Long	(Sign if approve)	DATE:	Please comment here if not approving event
<b>FIRE CHIEF</b>	Joe Kasuboski	(Sign if approve)	DATE:	Please comment here if not approving event
<b>POLICE CHIEF</b>	Lawrence Chavez	(Sign if approve)	DATE:	Please comment here if not approving event
<b>CODE ENFORCEMENT</b>	Robert Simpson	(Sign if approve)	DATE:	Please comment here if not approving event
<b>COMMUNITY DEV. DIR.</b>	Samantha Mendez	(Sign if approve)	DATE:	Please comment here if not approving event
<b>VILLAGE CLERK</b>	Ronald L. Sena	(Sign if approve)	DATE:	Please comment here if not approving event



# VENDOR LIST FORM

This form must be completed & returned with application for permit to be issued.

(NOTE: All food vendors require a New Mexico Temporary Food Service Permit)

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

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

**APPLICANT IS RESPONSIBLE FOR ENSURING THAT ALL VENDORS HAVE A NM CRS NUMBER AND A RUIDOSO BUSINESS LICENSE WITH THE EXCEPTION OF EVENTS HELD ON VILLAGE PROPERTY WHERE ONLY NM CRS NUMBERS ARE REQUIRED.**

	<u>VENDOR LEGAL BUSINESS NAME &amp; ADDRESS</u>	<u>NEW MEXICO CRS #</u>	<u>VOR BUSINESS LICENSE #</u>
1)	_____ _____ _____	_____	_____
2)	_____ _____ _____	_____	_____
3)	_____ _____ _____	_____	_____
4)	_____ _____ _____	_____	_____
5)	_____ _____ _____	_____	_____
6)	_____ _____ _____	_____	_____
7)	_____ _____ _____	_____	_____
8)	_____ _____ _____	_____	_____
9)	_____ _____ _____	_____	_____

**IF ADDITIONAL SPACE IS REQUIRED, PLEASE MAKE COPIES OF THIS PAGE AND INCLUDE THEM IN YOUR APPLICATION. A COMPLETE LIST OF VENDORS MUST BE SUPPLIED PRIOR TO DATE OF EVENT.**

# Event Site Plan

(THIS FORM MUST BE COMPLETED & RETURNED FOR PERMIT TO BE ISSUED)

- Include Roads/Streets from starting point to end of proposed roads to be closed for event
- Include location & sufficient # of bathrooms available
- Include location & sufficient # parking is available
- Include location & sufficient electricity is available
- Include location of emergency access & exits on site map
- Include location & sufficient # of solid waste receptacles
- Include location of all vendors on site map.



**SPECIAL EVENT ON PRIVATE PROPERTY**

**OWNER'S AFFIDAVIT**

We, I \_\_\_\_\_ being duly sworn, depose and say that (*I am*) (*we are*) the owner(s) of property located at \_\_\_\_\_, legally described as \_\_\_\_\_, for which (*I am*) (*we are*) granting permission for conducting a special event: \_\_\_\_\_, on date(s) \_\_\_\_\_

as applied for through the Village of Ruidoso, New Mexico.

Owner's Signature: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_

**NOTARY SEAL**

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**COUNTY OF LINCOLN  
STATE OF NEW MEXICO**

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
*Notary Public*

*My Commission Expires:* \_\_\_\_\_



**Village of Ruidoso**  
**OUTDOOR NOISE PERMIT APPLICATION**  
**FOR AMPLIFIED SOUND**

DATE OF REQUEST: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_ DAY PHONE #: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ VOR BUSINESS LICENSE # \_\_\_\_\_

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

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

TYPE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

**Applicant must ensure that the noise level remain at reasonable level so as not to be a nuisance to people inside their residences or place of business and must cease at 9:00 p.m. weekdays (Sunday through Thursday) and 10:00 p.m. (Friday and Saturday) on the day of the event.**

ALCOHOL: \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, applicant must adhere to VOR Ordinance Sec. 10-9. Security personnel required where alcoholic beverages may be consumed.**

PLEASE DESCRIBE SPECIAL EFFORTS TO MINIMIZE ADVERSE EFFECTS UPON THE COMMUNITY OR THE SURROUNDING NEIGHBORHOOD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This permit shall serve as your authorization to have amplified noise as designated in the Village of Ruidoso Ordinance Sec. 38-31.**

Reviewed by Code Enforcement: \_\_\_\_\_ Date \_\_\_\_\_  
(Robert Simpson, Code Enforcement Officer)

Reviewed by Special Event Office: \_\_\_\_\_ Date: \_\_\_\_\_  
(Rodney Griego, Director of Parks and Recreation)

Reviewed by Village Clerk: \_\_\_\_\_ Date: \_\_\_\_\_  
(Ron Sena, Village Clerk)

Copies to: 1) Code Enforcement Office 2) Police Department 3) Parks and Recreation Department 4) NM Environment Dept.