

# Application for Event Permit

## City of Rio Communities, NM

Applications for Event Permits must be filed at least 30 days prior to the planned date of the event.

A. Individual or Organization to conduct event:

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

B. Event Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

C. Start time: \_\_\_\_\_ Completion time: \_\_\_\_\_

D. Assembly time: \_\_\_\_\_

E. Approximate number of event participants: \_\_\_\_\_

(Include persons, animals and/or vehicles that will be participating)

F. Purpose of the Event: \_\_\_\_\_

G. Event Assembly Location: \_\_\_\_\_

H. Starting Location: \_\_\_\_\_

I. Disbanding Location: \_\_\_\_\_

J. Written letter from property owners if starting and or disbanding on private property

K. Proposed Route/Site: Attach Detailed Map (the Police Department will review the proposed map for any necessary changes) **(Closing of State Highways may require a written request and approval from the New Mexico Department of Transportation)**

The applicant and any other persons, organizations, firms, and corporations on whose behalf the and hold the City of Rio Communities, NM, harmless against liability for any and all claims for damage to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the event or its participants.

Insurance for Event : Policy by: \_\_\_\_\_ Policy #: \_\_\_\_\_

The applicant agrees to comply with all permit directions and conditions and with all applicable laws and ordinances and to inform all event participants of rules and regulations.

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

City Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Fire Department - Date: \_\_\_\_\_