

ROSWELL

SPECIAL | EVENTS

EVENT QUESTIONNAIRE

- | | | |
|-----|----|---|
| Yes | No | Will any part of the event take place on a bike trail or open space? |
| Yes | No | Will there be generators at this event? |
| Yes | No | Will there be food trucks at this event? If so how many? What are power requirements?
Notify 30 days prior. _____ 120v 240v (400 amps max) |
| Yes | No | Will there be outside amplified sounds at the event? |
| Yes | No | Will there be food served sold or provided at the event? |
| Yes | No | Will alcohol be served at the event? |
| Yes | No | Will public toilets be provided or made available? |
| Yes | No | Will any part of this event be fenced? |
| Yes | No | Will there be more than 200 chairs arranged at this event? |
| Yes | No | Will commerce be conducted on-site during the event? |
| Yes | No | Will there be tents or canopies at the event? |
| Yes | No | If there will be tents or canopies at the event, will you be using a tent company? |
| Yes | No | If there will be tents or canopies at the event, will there be cooking under the tents or canopies? |
| Yes | No | If there will be cooking under the tents or canopies, will you be using propane? |
| Yes | No | Will there be open flames at this event? |
| Yes | No | Will there be fireworks at this event? |
| Yes | No | Will you be using fire hydrants? |
| Yes | No | Will there be jumpers, bounce houses, or inflatables at this event? |
| Yes | No | Will there be carnival rides at this event? |
| Yes | No | Will you use concrete barriers? |
| Yes | No | Will you need roll-offs? |

ROSWELL

SPECIAL | EVENTS

Permit Application

Approved By: _____

Permit #: _____

Date: _____

New Application

Revised Request

Lodgers' Tax Funding (complete additional application)

ABOUT

Event Name: _____ Event Date: _____

Organization: _____

Event Address: _____ Website: _____

Phone Number: _____ Email: _____

Organizer: _____ Cell: _____

2nd Organizer: _____ Cell: _____

DESCRIPTION OF EVENT LOGISTICS

CITY SERVICES

Fire Services	Police Services	EMS	Ambulance	Stage	Sound
Trash Cans # _____	Roll-Offs # _____ <small>Max 2</small>	Tents 10x10 # _____ 20x20 # _____ 40x40 # _____	Tables # _____	Chairs # _____	
Community Service					
City Property _____					
					PRICE

STREET CLOSURE

TC Traffic Control	Closure	Barricade setup time: _____	Removal time: _____
On: _____	From: _____	To: _____	EB WB NB SB
STREET	STREET	STREET	
TC Traffic Control	Closure	Barricade setup time: _____	Removal time: _____
On: _____	From: _____	To: _____	EB WB NB SB
STREET	STREET	STREET	

Must also submit a map with street closures and barricades.
Provide a copy of DOT permit with closure of highways.

Permit #:

ROSWELL SPECIAL | EVENTS

Lodgers' Tax Application

Only complete if you are requesting sponsorship from Lodgers' Tax. Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy. Please be sure you have read and understood the policy

- You must attach a copy of your marketing budget/plan.
- Please feel free to add additional pages, ad samples, artwork, etc.

ABOUT

Estimated # of Attendees: _____ Estimated # of Attendees From
Outside Chaves County: _____

Amount Requested: _____

(Send Check) Address / City / State / Zip: _____

-Budget Plan Example-

Eligible Expenses:	Local Amount:	Out-of-Town Amount:	Total Amount:
Newspaper	\$120	\$180	\$300
Magazine	\$0	\$500	\$500
Radio	\$200	\$300	\$500
Television	\$450	\$1050	\$1500
Internet	\$210	\$490	\$700
Printing	\$360	\$740	\$1100

EVENT CHECKLIST

FOR THE CITY OF ROSWELL

- Provided event layout/map?
- Provided traffic control plans?
- Provided a copy of DOT permit with closure of highways?
- Provided vendor list with City of Roswell Business License numbers?
- Provided vendor list with electrical needs?
- Has your insurance company named the City of Roswell as the additional insured?
****CERTIFICATE HOLDER** IS NOT ADEQUATE**
- Provided your Certificate of Insurance?
- Special Event Application received approval from the City?

FOR THE EVENT

- Received proper permits or licenses for any food concessions, road closure outside city jurisdiction, sales tax, or alcohol sales?
- Arranged for use of electricity?
- Rented generator?
- Rented portable toilets for the event?
- Rented and arranged delivery of tents, stage, sound equipment, tables, chairs, etc.?
- Verified parking requirements?
- Designated handicapped parking?
- Prepared signage?
- Designed a plan for inclement weather?
- Arranged for trash receptacles?
- Arranged for recycling options?
- Arranged security?
- Arranged first aid?
- Planned for clean-up of the event site?

OFFICIAL USE ONLY

Department Signatures

Permit #:

POLICE DEPT.

128 W 2nd St
Roswell, NM 88201

Approve
Deny
N/A

Commander

Date

PA System: Barricade: N/A Required

Comments: _____

FIRE DEPT.

200 S Richardson Ave
Roswell, NM 88203

Approve
Deny
N/A

Chief

Date

Emergency Access Lane Fire: N/A Required
Hydrant Access: N/A Required
Fire Extinguisher Standby Needed: N/A Required
Emergency Team Needed: Yes No Rescue Pumper
Special Considerations: N/A Required

Comments: _____

TRANSIT

515 N Main St
Roswell, NM 88201

Approve
Deny
N/A

Transit Director

Date

Comments: _____

SPECIAL SERVICES

421 N Main St
Roswell, NM 88201

Approve
Deny
N/A

Director of Special Services

Date

Business License Issued: Yes No

Comments: _____

OFFICIAL USE ONLY

Department Signatures

Permit #:

STREETS 3006 W Brasher Rd
Roswell, NM 88203

Approve
Deny
N/A

Manager Date

Comments: _____

SANITATION 3006 W Brasher Rd
Roswell, NM 88203

Approve
Deny
N/A

Manager Date

Comments: _____

SPECIAL ELECTRONICS 425 N Main St
Roswell, NM 88201

Approve
Deny
N/A

Manager Date

Comments: _____

Department Signatures

Permit #:

PARKS & REC

1101 W 4th St
Roswell, NM 88201

Approve
Deny
N/A

Parks & Rec Director

Date

Comments: _____

PUBLIC AFFAIRS

425 N Main St
Roswell, NM 88201

Approve
Deny
N/A

Public Affairs Director

Date

Comments: _____

I, _____, do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the special event team. 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 any member of the special event team, if, in their own opinion, any of the following occur: the event becomes a public nuisance, violations of statues or ordinances are committed by any participant, any of the recommendations herein referred to as the "EVENT PERMIT" are not met. I understand that any significant changes (date, time, logistics, location and the like) to the event after the date it was reviewed by the special event permit committee will require that I resubmit the "EVENT PERMIT" to the committee members and/or obtain approval of the changes from the respective departments.

Additionally, I understand that the City of Roswell and the special event team, will not be held responsible for changes made by the event organizer or participating entities prior to or during the event.

Signature of Applicant

Date