



VILLAGE OF CORRALES

Event Application

The Village of Corrales Event Application is based on ordinances, requirements and regulations for activities hosted by citizens, businesses and organizations. The requirements are designed to minimize the impact on area residents and businesses. It is required that applicants conform to the current laws, regulations and requirements when acquiring the necessary permits and provide a safe environment for attendees. Failure to comply with the requirements made by the Village Administration within this application will result in the event being shut down and possible legal action. If insurance is required for your event, please attach to the application.

SECTION I – APPLICATION PROCESS

If you have not completed all of the sections, your application may not be approved and permitted.

	1. Complete all sections of this application.
	2. Submit the completed application, along with any permits, site plans or additional required information to the Village Office at least 90 days prior to the event.
	3. If the event is expected to have > 200 attendees, you will be required to attend the next scheduled Parks and Recreation Commission meeting (held the first Tuesday of each month at the Village Offices at 7:00 p.m.). If approved, it will be submitted to the Village Council for final review and approval. You will then be required to sign the Rental Agreement.
	4. If the event is expected to have < 200 attendees, you will be required to meet with the Director of Parks and Recreation to review your application at least 14 days prior to the event. If approved, once the appropriate fees are collected, the event will be scheduled based on availability.

SECTION II - APPLICANT INFORMATION

First Name	Last Name	Date
Name of Business:		
Is the organization	For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Other (please list)	
Street Address		
City	State	Zip
Phone	Cell	email
Name of Event		
Date(s) and Hours of Event		
Setup Date & Time	Teardown Date & Time	
Estimated Attendance		
Is street closure being requested? YES <input type="checkbox"/> NO <input type="checkbox"/>		If YES, dates(s) & time
Briefly describe the event?		

SECTION III - PERMITS

All Vendors must be registered to do business with the Village of Corrales, Village Code of Ordinance Chapter 10, Article III; GRT in Corrales is 7.0625%. The Village of Corrales Locator number for your CRS is 29-504.

Will food or beverages be served at the event? YES NO

Will you or vendors be cooking or heating food? YES NO

Do you or the vendors have annual/temporary food permits from the New Mexico Environment Department? YES NO

Will alcohol be served at the event? YES NO

Will there be amplified sound during the event? YES NO

If you answered YES to any of the questions above, you will be required to gain the necessary permits for the event.

SECTION IV - FACILITIES

Which facilities do you wish to occupy? Please check all that apply.

<input type="checkbox"/>	La Entrada Park	<input type="checkbox"/>	Salce Park
<input type="checkbox"/>	Wells Fargo Field – EAST	<input type="checkbox"/>	Wells Fargo Field – WEST
<input type="checkbox"/>	The Liam Knight Pond	<input type="checkbox"/>	The Top Form Arena
<input type="checkbox"/>	Rec Center Gymnasium	<input type="checkbox"/>	Rec Center Swimming Pool
<input type="checkbox"/>	Rec Center Tennis Courts	<input type="checkbox"/>	Rec Center Outdoor Basketball Courts
<input type="checkbox"/>	Robert Bell Skate Park	<input type="checkbox"/>	Village of Corrales Administration Building Parking Lot
<input type="checkbox"/>	Rec Center Parking Lot – EAST	<input type="checkbox"/>	Rec Center Parking Lot - WEST

Do you require exclusive use of these facilities? YES NO

Will tents or canopies be utilized during the event? YES NO

Are tents or canopies fire retardant? YES NO

Tent Vendor Name

Tent Vendor Phone Number

Please describe (number, size, etc.)

List of Village Equipment to be utilized before, during or after the event:

Electrical? YES NO Voltage/Amps required

Parking Barrier? YES NO Location(s)

Phone Hookups? YES NO Number of lines needed

Water? YES NO For what purpose

Other? YES NO Please explain

SECTION V – SITE PLAN / TRAFFIC PLAN

Applications must be submitted with a site plan, whether computer-generated or drawn by hand. Please attach your site plan to this application. Site plans should include the following:

1. Traffic Plan

2. Locations and boundaries of the event, including barrier locations

3. Tent and canopy locations, including dimensions

4. Proposed fencing, including entrance and exit gate locations, including planned emergency exits

5. Location of signage for the event

6. On street parking locations

7. Any stage and/or riser locations

8. Proposed portable toilet locations, including handicap accessible and any hand washing stations

9. Trash dumpster locations, size and placement

Site plans for Village sites (pdf-file) available at www.Corrales-NM.org/forms

SECTION VI – RENTAL FEES

Rentals are defined as the leasing of identified facilities and sites, for groups or individuals exclusive use when participation rates are no more than 200 users. User groups for the Recreation Center or a park with more than 200 participants **must** have approval of the Parks and Recreation Commission, Village Staff, and Village Council. The Community Center **may not** be rented for groups larger than 50 participants.

Non-renter user groups are those whose organizations contribute directly to the operational program of a facility or a department financially, materially, or with volunteers. The yearly amount of contributions is to be determined and contracted by the appropriate Department Supervisor or designee.

All facilities will be opened and locked by Village Staff. Available hours are sunrise to sunset (with the exception of lighted facilities).

A users are organizations that provide a community service and/or are 501(c)(3) non profit (proof of 501(c)(3) status must be provided).

B users are those organizations designated as typically charging an entry fee or Village property to make a profit. "B" users will be allowed to use the facility only if the desired use of the facility is approved by the appropriate Department staff or designee (and if anticipated participation exceeds 200 participants with the Parks and Recreation Commission and the Village Council approval).

C users are groups that use facilities for private purposes.

Rental Rates for Facilities and Sites

The following rates are designated for the outlined periods of time. Exceptions may apply. These are the minimum rates to be charged. If a facility or site is to be used for a longer period of time, then a rental agreement will be adjusted to reflect the additional use and time.

There is a **sixty (60) Day Advance Reservation** on all rentals for events with larger than 200 attendees.

LOCATION	USERS		
	A	B	C
Swimming Pool (\$150 for 60 people, \$10 every additional 30 people for 2 hours)			
TopForm Arena (\$40 holding fee Includes 2 hour arena use, \$10.00 per hour for each additional hour)			
Gymnasium (168 participants max per hour)	\$25	\$100	\$50
Village of Corrales Community Center (per hour)	\$10	\$50	\$20
Village of Corrales Senior Center (per hour)	\$10	\$50	\$20
The Liam Knight Pond (per hour)	\$15	\$50	\$20
Parks: La Entrada or Salce (per hour)	\$15	\$50	\$20
Wells Fargo Fields – East or West (per hour per acre)	\$15	\$50	\$20
Recreation Center Parking Lots – East or West			
Robert Bell Skate Park			
Outdoor Basketball Courts			
Outdoor Tennis Courts			

Other Fees Where Applicable	
Clean-up Fees	\$50 to \$250 depending upon event (may be refundable)
Electricity Fees	\$20 per hour
Grill Rental	\$20 per day
Tables and Chairs	\$5 per table/\$.25 per chair
Volleyball nets	\$15 per net per day
Bathroom Facilities (Recreation Center only)	Based on event

SECTION VII – RENTAL FEE CALCULATION - FOR PARKS AND RECREATION DEPARTMENT USE ONLY

Location:	Acreage:	User Type:
Calculations:		
Total Fees:		Due Date:
Receipt #:	Date of Receipt:	Amt. Received:

For Village Department Use Only

Signature Approval By Department

Department Check List
Each Item MUST be off...

Staff	Facilities
<input type="checkbox"/> Event Calendar	<input type="checkbox"/> NM DOT Approval
<input type="checkbox"/> Fire Chief's Overtime Yes/No	<input type="checkbox"/> Noise Permit
<input type="checkbox"/> Parks & Recreation Commission Recommendation	<input type="checkbox"/> Proof Liability Insurance
<input type="checkbox"/> Police Chief's Overtime Yes/No	<input type="checkbox"/> Rental Approval
<input type="checkbox"/> Standby Emergency Team	<input type="checkbox"/> Total Rental Fee
Utilities / Other	<input type="checkbox"/> Road Runner Portables
<input type="checkbox"/> Electric /Gas Requirements	<input type="checkbox"/> Road Runner Trash Bin placement & removal
<input type="checkbox"/> Phone Requirements	<input type="checkbox"/> Security
<input type="checkbox"/> Water	<input type="checkbox"/> Tent/Canopy Plan
Public Works	<input type="checkbox"/> Traffic Plan
<input type="checkbox"/>	<input type="checkbox"/>

Comments (use back side of sheet if necessary) :

SECTION IX – RENTAL & MISC. FEES – FOR VILLAGE COUNCIL USE ONLY	
Total Fees Due (see Sec. VII for Fee Calculations)	\$
Actual Fee Charged	\$

Department Signature Approval:

Department & Signature	List Conditions of Approval (if any) AND associated Dept. costs
Fire Department _____	_____
Police Department _____	_____
Planning and Zoning _____	_____
Parks & Recreation _____	_____
Public Works _____	_____
Village Administration _____	_____

Final Event Permit Approval: YES NO Date: _____

Village Representative _____
Title