



SPECIAL EVENT PERMIT APPLICATION

Received Date: _____

Today's Date: _____

Event Name: _____ Event Date: _____

Organization: _____ Event Time: _____

Event Address: _____ City/State/ZIP: _____

Website: _____ Phone: _____ Email: _____

Organizer: _____ Mobile: _____

2nd Organizer: _____ Mobile: _____

Description of Event Logistics:

Instructions

1. Submit permit application 120 days prior to event.
2. 50% non-refundable deposit required 90 days prior to event. Fee must be paid in full 14 days prior to event. Make checks payable to "City of Roswell" and list event name on memo line.
3. Submission must include application, map, layout with details and Certificate of Insurance.
4. Email submissions to info@roswell-nm.gov.

Please see list of services provided by the city with applicable fee on page 2.

OFFICIAL USE ONLY

Fee paid: _____ Cash: _____ Check #: _____ Credit Card: _____

Approved by: _____ Insurance Company Name: _____

Permit #: _____ Date: _____ Policy #: _____

EQUIPMENT RENTALS AND OTHER FEES

Equipment	Price	Service Request Needs
City Personnel	\$30 per hour per person	
PA System	\$125 per event	
Microphone/Stand	\$10 each per event	
Sound Personnel	\$30 per hour	
Electricity (Park Property)	\$15 (Max \$50) per hookup per event	
Temporary Pole (Park Property)	\$100 per event	
Blue Pole (As Needed)	\$200 per event	
Bleachers, With backs (7'10"H x 15'5"L x 9'11"W), No Backs (4'3"H x 15'L x 9'W)	\$200 1 set of 50 seats per event	
Barrel	\$2 each	
Barricades	\$10 each	
Warning Signs	\$10 each	
Sand Bags	\$5 each	
Programmable Signs	\$300 each	
Cones	\$2 each	
City Vehicles or Mobile Equipment (Staff Must Operate)	\$100 per day per vehicle	
Trash Cans (55 Gallon)	\$5 each per event (1 per 25 people recommended)	
Sanitation Roll-Off Container - 20CY	\$394	
Sanitation Roll-Off Container - 30CY	\$394	
Sanitation Container - 300 Gallon	\$54.44	
Additional Clean Up for Litter or Other Incident	\$150 per incident	
Electrical Hookup	\$50 per hookup	
Electrical Spiders	\$100 per spider	
Damage to City Property	Cost of repair per incident	

For a complete list of services, please visit roswell-nm.gov/special-events.

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 Special Events manager. I hereby agree to pay the City of Roswell for services rendered in full 14 days prior to the event.

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: _____



LODGER'S TAX FUNDING

Permit #: _____

Only complete if you are requesting funding from Lodgers' Tax. Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes or advertising, publicizing, and promoting tourist-related attractions, facilities, and events.

Estimated # of Attendees: _____ Anticipated # of hotel rooms booked: _____

Last year's event (must attach proof):

of Attendees: _____ # of hotel rooms booked: _____

(Send check to) Address / City / State / ZIP: _____

Amount requested (50% of eligibility): _____

MARKETING BUDGET PLAN

Please complete the following:

Non-Eligible				Eligible			
Eligible Expenses:	Local Placement/Vendor:	Frequency/Run Dates:	Amount:	Out-of-Town Placement/Vendor:	Frequency/Run Dates:	Amount:	Total Amount:
Example Only	RDR	May 10-30th 4x 1/4 pg	\$800	Dallas Morning News	May 1st-10th 2x 1/2 pg	\$700	\$1500
Newspaper							
Magazine							
Radio							
Television							
Internet							
Printing							
Other							
				Police/Security			
				Fire			
				Clean-up/Sanitation			
				T-Shirts			
Sum of Totals:							



STREET CLOSURE FORM

Permit #: _____

Today's Date: _____

Organization: _____

Address: _____ City/State/ZIP: _____

Event Name/Purpose of Closure: _____

Contact Person: _____ Phone: _____ Email: _____

Street(s) to be closed: _____

Date(s) to be closed: _____

For all street closures, it is necessary to contact those in the immediate area to see if the local businesses and residences have any special concerns. This is the responsibility of the organization making the request to close the street. Please leave all contacted businesses your contact information in case an issue occurs.

Please attach a map of the immediate area with the residences/businesses marked that were contacted. Attach a map showing how you propose to reroute traffic with any other traffic control that may be needed.

Please note that the city can set out barriers 1 hour earlier than the time requested to ensure knowledge prior to closure.

Email completed forms and additional documents to info@roswell-nm.gov.

Business/Residence	Address	Contacted		Concerns	Email to send permit
		Yes	No		

Fire Department

Approved Not Approved Approved by: _____

Concerns: _____

Police Department

Approved Not Approved Approved by: _____

Concerns: _____