

**CITY OF ARTESIA, NEW MEXICO
REQUEST TO HOLD A PUBLIC PARADE**

Parade Sponsor: _____

Date of Application: _____ Event Date: _____

Duration of Parade From: _____ To: _____

Sponsor Contact Name: _____

Sponsor Contact Phone Number: _____

Additional Sponsor Contact Name: _____

Additional Sponsor Contact Phone Number: _____

Event Description: _____

Proposed Route (include gathering location and parade dismantling location):

Will animals or dangerous vehicles, items or substances be used in the event? _____

If yes, explain _____

If animals will be used explain how sanitation issues will be addressed _____

*Traffic control plan must be presented to and approved by the City of Artesia Police

Department and Infrastructure Director

_____ (signature of approving Police Chief)

_____ (signature of Infrastructure Director)

*Public advertisement of parade- including route, street closures and detour information- must be presented to and approved by the City of Artesia Police Department.

_____ (signature of approving Police Chief)

No candy or objects will be allowed to be thrown from moving vehicles and floats or by participants in the parade. Candy and other items must only be distributed by individuals walking the parade route along the curb and sidewalk areas.

I agree to obtain liability insurance covering the parade in the policy amount of one million dollars (\$1,000,000.00) per occurrence, which names the City of Artesia as an additional insured. Sponsor shall provide the City of Artesia with a certificate of insurance at least seven (7) days prior to the event. Failure to timely provide a certificate of insurance shall be grounds for cancellation of the City of Artesia's approval for parade.

I further understand that if the parade utilizes State of NM Roadways, I must also comply with all State of NM Regulations and Requirements submitting appropriate applications and paperwork.

Sponsor's Signature _____ Date _____

Co-Sponsor's Signature _____ Date _____

CITY OF ARTESIA, NEW MEXICO

P.O. Box 1310
511 W. Texas Avenue
Artesia, NM 88211-1310
(575) 746- 2122

WAIVER, RELEASE, AND INDEMNITY

In consideration for the approval of the Request to Hold a Public Parade (copy of request is attached),

I, _____, the _____
(title)
of _____, for good and valuable consideration, do hereby
(Name of Individual, Company or Organization Sponsoring Parade)

irrevocably agree to the following:

Waiver and Release of Liability and Indemnity Agreement

Waiver of Liability

To save, hold harmless, release from liability, and fully indemnify the City of Artesia, New Mexico, its officials, employees and their insurers (collectively "City") from all death, injury, loss, claims, or damage (including, but not limited to, reasonable attorney's fees and costs and expenses of litigation) which may occur to any person or property as a result of the use or occupancy of the City Facilities, Streets and/or Premises, or which otherwise may accrue as a result of such use or occupancy, and hereby additionally waive and release the City from all such claims which may occur at any time as a result of the use or occupancy of the Facilities, Streets and/or Premises, and without respect to the identity of such person or persons affected by such death, injury, loss, claims, or damage, except only in the event that such occurrence shall be caused by the willful acts or omissions or gross negligence of the City.

I hereby further assume all of the risks of conducting this event and occupying and/or utilizing the City Facilities, Streets and Premises. I further recognize that I and all attendees who may utilize the City Facilities, Streets and Premises must abide by all rules and regulations for use of City Facilities/Property/Streets/Premises, and/or any other lawful order or directive of any City employee or official.

I have read the foregoing and fully understand that this is a binding Agreement between the undersigned and the City.

Printed Name

Signature

Date

This section to be completed by City staff

Review and comment by POLICE DEPARTMENT:

Commander Longway 746-5038

Review and comment by FIRE DEPARTMENT:

Fire Chief 746-5050

Fire Marshal Harvey 746-5050

Review and comment by INRASTRUCTURE DEPARTMENT:

Richard Acosta 748-0279 (leave message)

Byron Landfair 746-9821

Review and comment by FINANCE DEPARTMENT (PROOF OF INSURANCE):

Summer Valverde 746-2122

Decision of City Council: Approve Disapprove

Date of decision: _____

Conditions: _____

