



Public Events Guidebook

Use this Guide to Help Navigate Your Specific Event's Application Process

Public Events Application

This form is to be used for events catered to the public. Applications must be turned in within the allotted time prior to event. (see Procedures & Requirements page)

Use of Facilities form

This form is to be used only for private events/gatherings like birthday parties and using park shelters, and when tournaments are sponsored by a league of tenure.

Completing the Application

Take time to complete the application accurately and thoroughly. Please keep the application submission deadline in mind. Incomplete applications will be returned. To complete your application, be prepared to attach the following documents to your application: proof of insurance, site plan/map if it applies.

Site Plan/Map

The event site plan drawing should give clear indication of all entrances and exits, placement of stages, vendors, booths, seating, tents (include tent size), and restrooms on the property. It should indicate any street closures. If you are leasing your business space, written permission from your landlord is required.



Public Safety

Events are held during daylight hours will not be required to have security personnel present. Events that are held after nightfall will be required to have a total of two bonded security personnel present. Carnivals are required to have four bonded security personnel present at all times. The Artesia Police Department will track public safety response within a ½ mile radius from event to determine future security requirements. If public safety responds to 3 or more calls related to the event, future security requirements will be increased.

New Events

New or changed events will need to go through first time approval from both Event Committee and City Council. Event Committee meetings are open to event applicants and will be scheduled as needed. City Council must approve each new event. Meetings are open to the public and are held every second and fourth Tuesday each month at City Hall.

Reoccurring Events

Reoccurring events with **NO** changes will still be required to complete the full application and be signed off by City Departments. The City Clerk will approve the reoccurring event.

Changes to Your Application

If the applicant makes ANY changes to the original submission of an application or event, this will result in the original permit application being deemed incomplete and a new permit application will be required. Examples of change include but are not limited to: location/venue changes, time/date changes, and adding alcohol distribution.

Insurance Requirements

For the duration of the event, the permit holder shall provide insurance written by an insurance company approved by the State of New Mexico and acceptable to the City of Artesia and issued in the standard form approved by the New Mexico Department of Insurance. All provisions of each policy must



be acceptable to the city. Minimum coverage to be as follows: \$1,000,000.00 liability; \$1,000,000.00 bodily injury.

Alcohol Permissions

Alcohol permits will be issued through the New Mexico Regulation & Licensing Department. You can find the application online at <https://www.rld.nm.gov/abc/how-do-i/apply-for/liquor-license/>. NMRLD requires approval from the City of Artesia for permit application prior to submission to the state. If the event is on city property, a letter of city approval for the use of property will also need to accompany the NMRLD application. Events serving alcohol should be turned in **45 days** prior to the event date.

Parades and Carnivals

A public parade requires approval from City Departments, City Council, and the State of NM Department Transportation.

Tents and Canopies

A site plan is required showing where the tent or canopy will be set up and dimensions of tent/canopy. Tents or canopies more than 400 square feet shall require a permit and inspection by a fire official. The tent or canopy shall not obstruct any accessible parking spaces, fire lanes, fire hydrants, or fire department connections.

Vendor

If vendors will be present all other city regulations will apply. (*Refer to business license ordinance*) Vendors operating on public property will need a special permit. All vendors will be required to pass inspection* prior to operating and must provide proof of all applicable licenses. City of Artesia is not responsible for damage to any of applicant or vendors equipment.

Food Vendor Requirements:

- A. One serviceable 10 lb. Dry Chemical (Type A, B, or C) extinguisher on hand, Extinguisher should be readily available at each location.
- B. All electrical extension cords must be a minimum of 12/3, UL approved exterior grade extension cords. No “daisy chains” with the use of



extension cords will be allowed. Access to the extension cords must be isolated from public traffic.

C. ANY flammable fuel (propane, butane, gasoline/diesel for generators only) must be stored in an approved container, and a minimum separation distance of 35 ft. from any open flame will be required for storage of all fuel.

The city of Artesia has the right to deny incomplete applications. Submission of a complete application does not guarantee an event will be approved or permit issued. All requirements must be met prior to permit issuance.

Choose Your Event Application Form

<p><u>Public Event Application</u> <i>(Public Events on City property)</i> EXAMPLES: Tournament Parade Concert If your event sells alcohol <i>(also will need State alcohol application)</i></p>	<p><u>Use of Facilities Application</u> <i>(Private gatherings on City property)</i> EXAMPLES: Birthday party Baby shower Wedding</p>
<p><u>City Parade Application</u></p>	<p><u>State Parade Application</u></p>
<p><u>State Carnival Application</u></p>	<p><u>State Alcohol Application</u></p>
<p><u>For reference: City Code</u></p>	