

The following documents are required with the application:

1. Google map high-lighting the area requested
2. Deposit reference numbers expected to attend
3. Certificate of Liability, adding the Town as an additional insured
4. Complete Special Event Permit concurrent with Application
5. Must NOTIFY local surrounding businesses of event and closure of public right-of-way

**APPLICATION FOR PERMIT FOR PRIVILEGED
USE OF TOWN RIGHT(S)-OF-WAY**

Notice to Applicant: Permission to use the subject Town Right(s)-of-Way is conditioned upon full compliance with the terms and conditions mentioned in the permit as issued. Failure to comply, or failure to be truthful in this Application may result in an immediate withdrawal of permission. By signing this Application and accepting the permit, you are warranting that you will fully indemnify the Town for any damage to Town-owned property, or costs incurred by the Town due to a failure to comply with the terms herein. Permission is contingent upon receipt of proof of liability insurance, naming the Town of Silver City as additional insured.

Applicant's Name and address: _____

Is Applicant a Non-Profit Corporation? ___Yes ___No

Applicant's Contact Person and telephone number: _____

Description of Right(s)-of-Way to be used: _____

Purpose of Use: _____

Date(s) of Use: _____

Time of Event _____ am _____ pm

Set up date and time _____

Take Down Date/Time _____

Estimated Number of Attendees at event: _____

Will there be amplified sound generated at the location? ___(Yes) ___(No)

Will private security be provided? ___(Yes) ___(No)

If "yes", give name and address of Security Company:

If "no", how do you intend on providing security for the attendees?

Does applicant request assistance of the Town for traffic control, security, or pedestrian control?

___(Yes) ___(No)

If "Yes", please describe: _____

Does applicant have liability insurance covering the event which is to occur at the location?
_____(Yes) _____(No)

Does applicant request: _____Town or _____applicant to supply dumpsters
Bathrooms open Yes_____ No_____
Water turned on Yes_____ No_____
Electrical power Yes_____ No_____

Other information as may be requested by the Permitting Authority: _____

Applicant

By, Signature and Title _____ Date

Town Use Only: Received by _____ at _____ a.m./p.m. on _____,
20_____.

Approved: _____Public Works, by _____
Comments: _____ Date _____

_____Police, by _____
Comments: _____ Date _____

_____Fire, by _____
Comments: _____ Date _____

_____Code Enforcement, by _____
Comments: _____ Date _____

_____Fire Marshall, by _____
Comments: _____ Date _____

**PERMIT FOR PRIVILEGED USE OF
TOWN RIGHT(S)-OF-WAY**

(A copy of this permit must be in the possession of applicant at the reserved location prominently posted)

Whereas, an application for privileged use of _____ was received by the Town on _____, 20____, and based upon the representations made therein, the Town Manager and/or Public Works Director has granted said application under the terms and conditions mentioned below;

Applicant/Organization _____ is hereby given permission to use said Location for the specified event mentioned in the Application, on the day(s) and at the times indicated below:

Conditions of Use:

1. No animals, other than service animals, shall be allowed at the reserved location during the event, except when the event includes animal shows or the like.
2. No alcohol shall be served, possessed, or consumed at the reserved location during the event, unless otherwise permitted by a separate application to the Town Council.
3. Amplified music or speech shall not be of such volume so as to unreasonably disturb surrounding neighborhoods or any other place within the Town. For purposes of this permit, amplified noise exceeding _____db shall be, per se, unreasonable. Such determination shall be made during the course of the event by the Director of Public Works, the Silver City Police Department, or an authorized Code Enforcement Officer of the Town. Failure to comply with a demand to cease the unreasonable noise from any of these officials of the Town will be deemed a violation of the permit, and the permit may be revoked forthwith and the source of the unreasonable noise may be abated by the Silver City Police.

Individuals, as well as the Applicant, may also be cited for public nuisance as the case may be. Any appeal of the order to desist must be made to the Town Manager within 24 hours, but such appeal does not stay the order to desist, nor postpone any actions taken to abate the nuisance.

4. The Applicant shall indemnify the Town for any damage to the reserved location or any other Town-owned property which shall occur during the hours and days of the event.

Further, applicant consents to submit proof of liability insurance, naming the Town as additional insured.

5. No motorized vehicles, except delivery and pick-up vehicles shall enter upon or remain upon the reserved location property; with Town's permission "car show and vendors."

6. The use of skates, skateboards, bicycles, and other manually driven wheeled apparatus, except for baby strollers and wheel chairs, shall not be permitted at the reserved location during the course of the event, except when the event involves the use of such apparatus as part of a performance or demonstration.

7. If no private security is being provided, the **Applicant must independently notify the Silver City Police Department at least 24 hours prior to the event.** At that time, cooperation regarding traffic and security will be finally determined.

8. The Town Manager and/or Public Works Director may grant the privileged use of a Town owned right(s)-of way to the following categories of organizations; Non-profit, philanthropic, fraternal, education, art, cultural, or other person or entity which serves the public interest.

9. No privileged use of a Town owned right(s)-of-way shall be permitted unless a completed application has been submitted to the Town, along with accompanying deposits and other documents as required herein, which application has then been approved by the Director of Public Works and/or the Town Manger.

10. Application for the privileged use of a Town owned right(s)-of-way shall be submitted at least 30 days in advance of the reservation date. For good cause, the Town Manager may waive the strict imposition of this deadline.

11. A refundable restoration and cleaning deposit must be made to the Town by the applicant organization, which amount shall be based upon the anticipated number of participants and the number of days of the event.

- a. For three hundred or less anticipated daily participants - \$100 per day.
 - b. For three to seven hundred-fifty anticipated daily participants - \$200 per day.
 - c. For more than seven hundred-fifty anticipated daily participants - \$300 per day.
12. The applicant is responsible for trash collection including maintaining the reserved location free from the over accumulation of garbage and refuse during the event. The applicant shall also be responsible for final clean-up at the end of the event for which the reserved location was used, including disposal of garbage and refuse and repair of damaged Town property. Any costs therefore over and above the deposit given to the Town shall be the applicant's; large events need to provide for roll off service.
13. The applicant shall be permitted free use of electricity furnished to the reserved location premises. However, arrangements for its use shall be made by the applicant. Arrangements for portable toilets and other utilities shall be the responsibility and cost of the applicant. Portable toilets are not permitted on grass; placement of portable toilets must be approved by Town staff prior to the event.
14. The sponsor/applicant hereby agrees to hold the Town, its employees and agents, harmless from any liability arising directly or indirectly from the sponsor/applicant's use of the reserved location, including the time during which applicant sets up and breaks down equipment, booths and the like.
15. For events where the anticipated number of participants exceeds 750, the following conditions are applicable:
- a. Private security shall be coordinated by the applicants, with a contact person to act as liaison between the applicant and both the Town and businesses adjoining the street which abut the reserved location.
16. The applicant will undertake to protect private property in the immediate vicinity of the reserved location, including the use of private security, fencing, and barricades where appropriate. "Immediate vicinity" shall mean that property, which adjoins or abuts the reserved location, or which adjoins or abuts the perimeter streets surrounding the reserved location property.
17. Other rules and regulations:
- a. Tie down stakes for tents and booths should not be longer than 8" to protect irrigation lines.



FLEA MARKET/SPECIAL EVENT APPLICATION
COMMUNITY DEVELOPMENT DEPARTMENT
 1203 N HUDSON/PO BOX 1188
 SILVER CITY, NM 88062 FM/SE # _____
 (575) 534-6348 FAX (575) 534-6381

DATE
STAMP

Fee for Flea Market permit is \$20.00 per calendar year. Fee for Special Event permit is \$20.00 per event. Fees may vary pertaining to Ordinance 1208 on special events that require licensing.

Sponsoring Organization: _____

Address: _____ Phone: _____ Fax: _____

Address / description of location of event: _____

**IF APPLICANT IS NOT THE PROPERTY OWNER,
 AN AUTHORIZATION LETTER FROM THE PROPERTY OWNER IS REQUIRED**

Type of event: _____ Start date for event: _____

Hours of Operation: _____ End date for event: _____

Permit for Privileged Use of Town Rights-of-Way/Streets required: Yes No

Maximum number of vendors: _____

Is food service to be offered to general public by applicant or vendors, other than baked and canned goods:
 Yes No

If food service is to be provided in the flea market/special event area or facility, the provider must provide a certificate of approval from the New Mexico Environmental Improvement Division (575-388-1934), evidencing the availability of restroom facilities, potable water, hand washing facilities and food inspections.

Request for Town services: _____

*****It is the sole responsibility of the Event Sponsor to inform surrounding residents and businesses**

located next to the proposed site of the event, of the upcoming event for their community awareness.***

Signature of Applicant **Date**

(Attach a copy of applicant's photo ID) **Contact name & phone #:** _____

FOR STAFF USE ONLY

Signature of Fire Marshal: _____ Date: _____

Signature of Police Chief: _____ Date: _____

Signature of Code Enforcement: _____ Date: _____
(Town Clerk designee)

Fire Inspection: Yes No

Fee: \$ _____ Cash/Ck. #: _____ Paid: _____ Receipt #: _____

TOWN OF SILVER CITY

EFFECTIVE MARCH 1, 2016

REQUIREMENTS FOR TEMPORARY FOOD SERVICE BUSINESS REGISTRATION

ALL INDIVIDUALS AND OR BUSINESSES WHO WISH TO PROVIDE FOOD IN THE TOWN LIMITS OF SILVER CITY MUST FIRST HAVE A FOOD SERVICE PERMIT ISSUED BY THE NEW MEXICO ENVIRONMENT DEPARTMENT BEFORE BEING ISSUED A TOWN BUSINESS REGISTRATION.

THIS INCLUDES, BUT IS NOT LIMITED TO FOOD TRUCKS AND TENT TYPE, (SPECIAL EVENT) VENDORS.

ADDITIONAL INFORMATION MAY BE OBTAINED AT THE STATE OF NEW MEXICO WEB SITE:

www.nmenv.state.nm.us OR AT THEIR SILVER CITY OFFICE LOCATED AT 3082 32ND STREET BYPASS SUITE

D. Phone # 575-388-1934