

CITY OF ALBUQUERQUE

CULTURAL SERVICES DEPARTMENT

Thank you for inquiring about the use of the City of Albuquerque Harry E. Kinney Civic Plaza. Please review the information below for answers to most of your questions. Reservations are accepted on a first come first serve basis. Date inquiries and requests more than six months in advance are strongly encouraged. Event Permitting may take several months to complete, please plan accordingly.

Reservations and Deposits

A verbal request will hold an available date on the calendar for up to 10 business days. A date reservation will be confirmed when the Rental Application is complete and the Damage Deposit is paid. The Damage Deposit will be refunded after the event providing the event has complied with Civic Plaza rules and there is no damage to Civic Plaza.

Insurance

The renter must provide and maintain commercial general liability insurance for the event in the minimum amount of one million dollars (\$1,000,000). The City of Albuquerque must be named an Additional Insured.

Personnel

The renter provides all staff for the event, this includes all set up, tear down, and clean up. The City does not provide any event staff.

Equipment

It is the responsibility of the renter to supply all necessary equipment for the event, to include; set up, tear down and cleanup, and also to secure the equipment from theft and weather loss or damage.

All Civic Plaza Rentals are subject to the Special Events Permitting rules.

It is very important to review that information also.

Damage Deposit

Harry E. Kinney Civic Plaza	\$1000 refundable damage/ cleaning deposit
Dressing Room	\$300 refundable damage/ cleaning deposit

Permit Fees

Harry E. Kinney Civic Plaza	
6am to midnight	\$60 per hour
Midnight to 6am	\$100 per hour
Dressing Room	\$90 per day
Electrical	110v / \$15 per day, 220v / \$25 per day
Drinking Water Hook up	\$25 per day
Other Water Hook up	\$50 per day

If you have any questions or need assistance with the application, feel free to call (505) 768-3556 or email the Civic Plaza Manager at civicplaza@cabq.gov.

Return the completed form to:

Cultural Services Department, Attn: Civic Plaza Rental

P.O. Box 1293, Albuquerque, NM 87103

City/County Bldg. 400 Marquette Ave. NW, 6th floor, Suite 605

fax (505) 768-2846

civicplaza@cabq.gov

HARRY E. KINNEY CIVIC PLAZA RENTAL APPLICATION

The City may deny a Civic Plaza Rental Application if the Mayor determines that the proposed use is not in the best interest of the City.

This application for rental of Civic Plaza should be filled out completely and returned with the Damage Deposit (made payable to the City of Albuquerque) in order to reserve the requested date(s). Any incomplete or incorrect information may delay confirmation of dates requested. Please print legibly.

If the Application is approved the event organizer will need to meet with us and sign a Civic Plaza Rental Permit.

All applicable Special Event permits, a signed Plaza Rental Permit, Insurance Certificate, and payment in full of Civic Plaza rental fees are due no later than ten (10) business days before the event.

Event Permitting may take several months to complete, please plan accordingly.

It is the responsibility of the event organizer to immediately notify the Civic Plaza Management of any changes regarding the event. Changes to the event use of the Plaza are not valid unless agreed to in writing by both parties.

Name of Organization: _____

Address/City/State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Cell: _____ Email: _____

Alternate Contact Person: _____

Phone: _____ Cell: _____ Email: _____

Event Name: _____ Event Date(s)(mm/dd/yy): _____

This event is Public _____ Private _____. Approximate number of persons expected to attend: _____

Provide an event timeline, with all scheduled event starting times and dates.

Please specifically include and itemize all set up, tear down and cleanup dates with starting and ending times.

Your event may utilize the Civic Plaza **only** during dates or times you list below. Please plan carefully.

Changes are only valid unless agreed and written into the Civic Plaza Rental Permit.

Additional fees or Damage Deposit forfeiture may apply. Attach extra pages as needed.

Setup dates & times _____

Event dates & times _____

Tear down/Cleanup/Power Washing

Dates with starting & ending time(s) _____

Will your event have?

- Food or Beverages Musical Entertainment Amplified Sound Portable Restrooms
- Fun Jumps Tents / Canopies Security Street Barricading / Closures
- Non-Food Vendors (merchandise, crafts, novelty, etc.) Alcohol Open Flame / Special Effects

If you have checked two or more of the above boxes, you must attend a Special Events Permitting meeting.

1. Please provide a complete description of your event. Attach a site plan of the event showing placement of **all** equipment to be used. (chairs, tents, tables, displays, vendors, fun jumps, sound, barricades, generators, propane tanks, portable fire extinguishers, etc.) Attach extra pages as needed.

2. Please describe your cleanup plan, including trash pick-up and removal as well as power washing Civic Plaza as needed. Include a 24/7 contact name and phone number for the person or company responsible for cleanup, and the time it will be complete. Cleanup must be completed immediately following the event. Dumpster rental may be required. Attach extra pages as needed. Damage Deposit forfeiture may apply.

3. Will there be vendors (merchandise, crafts, novelty, etc.) at the event? yes _____ no _____
If yes, what type of vendors and how many? Current contact information may be required for all vendors. Attach extra pages as needed.

4. Will your event or vendors require electricity? yes _____ no _____
Please describe or list your electrical needs and if you will require 110v or 220v. (i.e. vendors, fun jumps, sound, etc.) An electrician may be required, for an additional cost, depending on your electrical needs. Extension cords and walkway cord covers are **not** provided. Attach extra pages as needed.

5. Will there be food at the event? yes ____ no ____
If yes, please list the types and number of food vendors. Food vendors are required to cover the ground within their vending area and a three foot perimeter around their area to minimize damage to the concrete. (roofing paper is recommended) Current contact information will be required for all food vendors. Attach extra pages as needed.

5, a. If food is served at your event power washing the plaza is **required**. Cleanup must be completed immediately following the event and scheduled as part of the Plaza Rental.

Water service on the Plaza is very limited. Additional fees apply. Water hoses are not provided. Damage Deposit forfeiture may apply.

6. Will you or your vendors need the Civic Plaza to provide potable water at your event? yes ___ no ___
Potable water service is very limited, please inquire. An additional fee applies.
Health Dept. approved drinking water hoses are not provided.

7. How many portable toilets and hand wash stations are you providing? toilets _____ wash stations _____
Suggested ratio is 1 per 200 people, including ADA Accessible toilets.

8. Will there be any alcohol at the event? yes _____ no _____
If yes, the event must comply with all required State and City permits.

9. Will there be entertainment? yes _____ no _____ If yes, describe: _____

10. Will you need access to the Dressing Room? yes _____ no _____ Additional fees apply.
The dressing room is for performers and/or your staff **only**.

11. Will there be any amplified sound? yes _____ no _____
If yes, a Noise Permit is required.
Who will be providing and operating sound equipment for the event? Please include contact names and 24/7 phone numbers. Sound systems usually require 220v electric service. An additional fee applies.

12. Will your event require; stage / performance / concert lighting? yes _____ no _____
Who will be providing and operating the lighting equipment for your event? Please include contact names and 24/7 phone numbers. Lighting systems usually require the use of 220v electric service. Additional fees apply.

CIVIC PLAZA RULES, POLICIES AND PROCEDURES

1. No motor vehicles of any kind are allowed on the Plaza at any time. All loading/unloading must be done from the street or from the loading dock, if it is available. This specifically applies to **all**; delivery, supply, service and cleanup vehicles. Street unloading/loading requires street barricading. If vehicles are found on the Plaza all work will cease until the vehicles are removed. Damage Deposit forfeiture will apply.

2. It is the renter's responsibility to leave the Civic Plaza (dressing room included) and the adjacent areas in the same state of cleanliness they were in prior to the event. This includes removing all objects brought on site, as well as removing all trash. Trash dumpsters may be required. Damage Deposit forfeiture may apply.

3. The renter is required to provide security personnel if the Civic Plaza Management or the Special Events Permit Committee feels it is necessary for the safety of the public.

4. It is the renter's responsibility to supervise the conduct of performers, staff, vendors, and event participants when on the Civic Plaza.

- No riding bicycles or skateboards.
- No hot air balloons.
- No on-site body piercing or tattoos.
- No unauthorized vendors.
- No alcohol unless alcohol permits are obtained.
- No weapons, drug paraphernalia or illegal items.
- No public access to the dressing room.
- No dumping of ice on the grass.
- Portable restrooms are required for all events. There are no other public restrooms available.
- No event equipment may be left beyond the term of the Facility Rental Permit.
- The City does not provide sound or lighting equipment for the event.
- All equipment being brought onto Civic Plaza must be identified and approved.
- The Renter or their representative must be on-site at all times during the rental period.
- No one is allowed in or on the fountain at any time.

I have read the above rules and procedures and agree to abide by them.

Signature: _____ Date: _____

3rd St

Marquette

Convention Center

Tijeras

3rd St

North Plaza Parking
Permit Only

Marquette

Underground Parking

4th St

Tijeras

