

**TOWN OF TAOS
BUILDINGS AND GROUNDS**



PUBLIC PARKS RULES & REGULATIONS FOR SPECIAL USE

GENERAL CONSIDERATIONS

1. In order to be approved for exclusive Park Use, you must complete an **APPLICATION FOR USE PERMIT**. These are available at the Parks Department office at Kit Carson Park, 211 Paseo del Pueblo Norte, Taos, New Mexico.
2. The facilities shall be available for use by any person or group (herein called Applicant) and are subject to the conditions as set forth in this policy.
3. It shall be the policy of the Town of Taos not to discriminate in any unlawful manner in the use or rental of the facilities.
4. Use of the facilities shall be on a first-serve basis subject to priority use by any Town body for official and/or public need. Authorized use may be suspended or revoked at any time should the Town or the Chief of Police deem it necessary in the interest of peace and order.
5. All bookings for **Taos Plaza** events must have **prior approval** from the Mayor or Town Manager.

RENTAL

6. The rental charge for use of the facilities or any portion thereof shall be standard and available to any applicant upon request.
7. The Parks can be reserved by large groups for a use fee of \$50/per area/per day. A refundable deposit of \$500.00 for cleaning/damage is also required.

PROHIBITED USES

8. ~No consumption or sale of alcoholic beverage at any time
~No glass containers allowed on the premises
~No soliciting, peddling, pandering or passing the hat or collection of donations
~No unleashed dogs
~No skateboarding
~No over night stays

MUSIC/ENTERTAINMENT

9.
 - The times of all performances shall be one hour after the park opening and cease one hour before the park closing time. This shall include set-up and take down time. If your event requires longer hours, special arrangements need to be made at the time of your booking.
 - Electrical amplified music will be allowed but must comply with the Town of Taos noise ordinance. Should the decibel level exceed the 120 maximum allowed, the user will be advised and directed to lower the volume. Only one warning will be given.
 - Entertainment/music must be in good taste. Offensive language, gestures, etc. are not acceptable.
 - The Chief of Police or his designee shall have the authority to stop an event should he/she deem it necessary in the interest of law and order.
10. Those groups expecting 100 or more attendees must prove the following:
 - **SECURITY:** Town approved security guards must be hired for the duration of the event. There shall be one security guard per 100 attendees.
 - **PARKING ATTENDANTS/CROWD CONTROL:** A minimum of 2 parking attendants must be assigned to direct traffic. At no time shall vehicles be allowed to drive on the grassy

areas. The applicant is responsible for all necessary traffic control including access for vendors during unloading and loading. The applicant is expected to maintain adequate traffic control for all spectators and participants.

- **PORTA-POTTIES:** Must be arranged for by the applicant, from a licensed vendor, in the following manner:
 - Two units per 100 people;
 - 100 – 199 people = 2 units
 - 200 – 299 = 4 units

The maintenance and supplies for these units is the responsibility of the applicant.

The pumping of the SST unit must be included with the final clean up.

- **CLEAN UP:** Applicant is responsible for insuring that all trash is properly bagged and collected in the designated areas. Arrangements for additional trash receptacles may be made by the applicant as well as the removal of the trash from the park. Failure to clean up will result in a cleaning fee charge to the applicant at a rate of \$50 for the first hour, \$25/hr for each hour thereafter.
- **PARK ATTENDANT:** A Park staff person from the Grounds Department will be assigned to cover the duration of your event.
- **LIABILITY INSURANCE:** The Town of Taos requests that organizations carry public liability insurance for their event. If your organization or group does not carry this type of insurance or is not willing to obtain it, you and each vendor must sign a waiver (indemnification) releasing the Town from any and all liability during the event. For events with 30 or more vendors, this kind of insurance is mandatory. The insurance must name the Town of Taos as “additionally insured.”
- **SALES OF MERCHANDISE/FOOD BEVERAGES:** Any person/group/organization wishing to sell merchandise, food or beverages must possess a valid vendor permit. This permit may be obtained from the Finance Department at Town Hall (751-2022). A copy of this permit shall be submitted to the Parks Department. In addition to the required Town of Taos vendor permit, food vendors must obtain a permit from the Environmental Improvement Division (758-8808) prior to setting up or any sales. On site inspections will be conducted by the EID during the event.
- **USE OF PROPANE:** Any vendor using propane gas must obtain a permit from The State of New Mexico Regulation & Licensing Department (505-747-2851 or e-mail lloyd.staley@state.nm.us) prior to setting up or any sales. On site the State of NM Regulation and Licensing Department and/or the Town of Taos Fire Department will conduct inspections.

DAMAGES

- 11. The cleaning/damage deposit will be returned to the applicant after the area has been inspected and signed off on by the Parks Superintendent. Any damages found as a result of the applicant's use shall be charged to the applicant. Actual expenses shall be paid. This is to include contract labor, materials and staff time (including overtime, if applicable). Should damages exceed the deposit, the cost will be charged to the applicant.**

APPLICATION FOR USE PERMIT

TOWN OF TAOS
Buildings and Grounds Department
211 Paseo del Pueblo Norte
Taos, New Mexico 87571



PHONE (575) 758-8234

FAX (575) 758-2493
gmartinez@taosgov.com

Name (Person/Organization)

Contact

Mailing Address

Physical Address

City, State, Zip

City, State, Zip

Phone

Phone

Activity or Event

Date Needed

TO
Time of Event
(Specify AM or PM)

Name of Facility to be used/section

of people expected

of Booths set up

Set up time

Close

- **Please attach copy of program or brief description on plans for schedule events**

HOLD HARMLESS AGREEMENT

The undersigned acknowledges being informed and provided with a copy of the policies, rules and regulations of the Town of Taos and the Buildings and Grounds Department. The undersigned agrees to abide by all such polices, rules and regulation.

The undersigned hereby releases the Town of Taos, it's governing body and any/or all it's employees from any claims, demands, rights and causes of action of whatever kind and nature arising from any activities listed herein.

- (A) The undersigned agrees to be financially responsible for any and all damages(s) which may result from his/her or their use of the facility.
(B) I have the Rules and Regulations for the facilities. I fully understand and will comply with all the requirements.

SIGNATURE OF ORGANIZER

DATE