

THE SANTA FE RAILYARD

COMMUNITY CORPORATION

332 Read Street
Santa Fe, NM 87501
505-982-3373

SANTA FE RAILYARD PRIVATE CELEBRATION LICENSE APPLICATION

**** Only complete applications will be accepted (Please print legibly) ****

Name of Applicant: _____

Name of Organization (if any): _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Email address: _____

Description of your event: _____

Will you be using Park Grill? Yes ___ No ___ Bringing your own grill? Yes ___ No ___

Date & Time of your event: _____

Number of attendees: _____

Location Request (see maps at www.railyardsantafe.com or obtain from the SFRCC office):

Choice #1 _____ Choice #2: _____ Choice #3: _____

Include a separate Fact Sheet if other details need to be described.

Applicant signature

Date submitted

YOU MAY SUBMIT THIS APPLICATION BY MAIL, EMAIL, OR IN PERSON.
SFRCC STAFF WILL CONTACT YOU WITHIN 1 BUSINESS DAY TO DISCUSS YOUR
APPLICATION STATUS, APPLICABLE FEES, AND APPLICATION COMPLETION PROCESS.

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PRIVATE CELEBRATION FEES

ALL GROUPS: Must pay the Application Fee: \$25 (Non-Refundable)

GROUPS 25 OR LESS: Are not required to obtain a permit, but if you wish to guarantee your location, you must pay the \$25 application fee and \$100 administrative fee.

SPECIAL SFRCC PRIVATE CELEBRATION PACKAGE IN THE PARK 26-99 PEOPLE:

Includes: Community room, park restrooms, administrative fee, application fee, and site fee for park usage:
\$440

NORMAL PRIVATE CELEBRATION FEES:

SITE FEE:

GROUPS 26-99:

Site Fee: \$215 (Weekday) \$275 (Weekend) per event space

GROUPS 100-1,000:

Site Fee: \$315 (Weekday) \$375 (Weekend) per event space

GROUPS 1,000+:

Site Fee: \$515 (Weekday) \$575 (Weekend) per event space

ADMINISTRATIVE FEE:

GROUPS 26-99:

Administrative Fee: \$100 per day

GROUPS 100-1,000:

Administrative Fee: \$200 per day

GROUPS 1,000+:

Administrative Fee: \$250 per day

IMPACT FEE:

A \$250 impact fee will be charged for events with 1,000+ people per day

DAMAGE DEPOSIT:

Will be determined based on the event

*SFRCC will deposit but return after the event, given no damage

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SECURITY:

GROUPS 26-99
1 guard, \$50/hour

GROUPS 100-1,000
3 guards, \$50/hour, per guard

GROUPS 1,000+
4 guards, \$50/hour, per guard

ADDITIONAL CHARGES ON EVENT ORGANIZATION:

The event planner will be advised by SFRCC of any additional fees required by the City or other agencies for the following services:

- Event Insurance
- Police and/or Private Security
- Fire Inspections and/or EMT services
- City Business License/Special Events Application
- Garbage removal/dumpsters
- Portable toilets (determined by SFRCC)
- State Health certificate
- Parking buy-outs
- Stand-by City Electrician
- Street closure barricades/tents/etc.

PRIVATE CELEBRATION

- ** License fee must be received no less than 2 weeks prior to the event.
- ** Damage deposit may be required, based on the scope of the event.
- ** If the reservation is cancelled due to weather, 75% of the fee refunded, **or** SFRCC will work with the applicant to reschedule the date with no additional fees. Application fee is non-refundable.
- ** If the reservation is cancelled for any other reason less than 2 weeks before the event, fees are non-refundable.