

**THE SANTA FE
RAILYARD**
COMMUNITY CORPORATION
332 Read Street, Santa Fe, NM 87501
(505) 982-3373

RAILYARD PUBLIC SPECIAL EVENT LICENSE APPLICATION

*(For Community Celebrations, Outdoor Entertainment Events,
Fiestas, Markets, Parades, Rallies, and other large Public Events)*

Organization Name _____

Organization Address _____

City _____ State _____ Zip _____

Organization Phone # _____

Organization E-mail _____ Website (if applicable) _____

Event Coordinator _____

Coordinator Phone# (Ofc) _____ (Cell) _____

Coordinator Email _____

Additional Emergency Contact Name _____ Cell Phone # _____

Brief Event description _____

Date(s) Requested _____ Alternative Date(s) Requested _____

Proposed event time: Start _____ End _____

Railyard Location(s) Requested for the Event _____

**Check here if your Park location request is not limited to the Performance Green or Entry Ramada area, but requires use of the entire Railyard Park. _____

Alternative Location(s) Requested _____

(See Railyard maps on the website: www.railyardsantafe.com/plan-your-event or request a copy from the SFRCC office)

Estimated Attendance _____

Is this a repeat event? Yes ____ No ____ If yes, date/location of prior event(s) _____

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Is there one community or group that the event will serve? _____
If yes, **attach a copy of your letter of endorsement from this group.**

If a Fundraiser, Beneficiary of Event _____
(Please note that Fundraising Events will only be permitted to legitimate 501-c-3 non-profit organizations.)
If applicable, **attach a copy of your tax exemption letter certifying your current tax-exempt, nonprofit status.**

If first time for the event, attach a copy of your organization's history and/or your event coordinator's resume describing your experience in producing this type of event.

FACT SHEET:

Please provide a Fact Sheet describing your event – purpose, character, theme, and activities. Be sure to list ALL other anticipated needs - staging, catering, benches, tables, tents, audio-visual equipment, etc, which your organization will provide, coordinate, install, and remove.

Are you requesting street use (parades) or street closure, either on or off the Railyard?
Yes _____ No _____ Describe _____

If requested dates/locations are available and the Event is an allowable Railyard activity, SFRCC staff will respond to this application to set a meeting time and site walk to assist you in planning your event logistics. For many events, additional City permits will be required. SFRCC staff will guide the applicant in applying for these permits, but ultimately the applicant is responsible for acquiring additional permits, such as vending business permits, health certificates, fire inspection, parking buyouts, etc. Your event will not receive a final license without full payment of fees, required insurance, and proof of all other required permits

SIGNATURE _____ DATE _____

YOU MAY SUBMIT THIS APPLICATION BY MAIL, EMAIL, OR IN PERSON.

SFRCC STAFF WILL CONTACT YOU WITHIN 5 BUSINESS DAYS OF RECEIPT TO DISCUSS YOUR APPLICATION STATUS, APPLICABLE FEES, AND APPLICATION COMPLETION PROCESS.

APPLICATION FEE DUE WITH APPLICATION: \$25

SEE FEES SECTION FOR COMPLETE LICENSE FEE INFORMATION.

For more information about Railyard Event locations,
go to our website at www.railyardsantafe.com
or call (505) 982-3373

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RAILYARD PUBLIC USE LICENSE FEES

RAILYARD PARK AND PLAZA - SPECIAL EVENTS

****Please note:** The Railyard Park and Plaza are part of the City of Santa Fe Parks system. Fees and policies are consistent with the City of Santa Fe.

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.

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:

\$500 damage deposit (26-99 people per day), \$1,000 (+100 people per day).

*Damage deposit will be deposited by SFRCC but returned after the event, given no damage.

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

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OTHER RAILYARD CHARGES:

- Additional pre-set or take-down day: \$250 per day.
- Community Room: \$125 per day.
- Street Closure: One-time fee \$130 - Closure per side/per day \$50.
- Vendor stall fee: \$15 per vendor.

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 buyouts.
- Stand-by City Electrician.
- Street closure barricades/tents/etc.

NOTES

- License fees must be received no less than 30 days prior to the event.
- If the event is cancelled by the event organizer less than 30 days prior to the event, 50% of the fees (less the application fee) will be refunded.
- If the event is cancelled due to weather, 75% of fees (less application fee) will be refunded, **or** SFRCC will work with the event organizer to reschedule the event without additional fees.