TOWN OF TAOS

PUBLIC PARKS RULES & REGULATIONS FOR USE

GENERAL CONSIDERATIONS

1. In order to be considered for exclusive Park and/or Plaza Use, you must complete an **APPLICATION FOR USE PERMIT**. These are available at the Parks Division located at Kit Carson Park, 211 Paseo del Pueblo Norte, Taos, New Mexico or at the Planning Department located in Town Hall, 400 Camino de la Placita.
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 come, first-serve basis and 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 exclusive events must have a completed Application for Use Permit on file with the Town of Taos prior to the event being held.

RENTAL

6. The applicant may also be required to provide appropriate proof of insurance that will cover any loss or damage to persons or property. Persons engaging in public demonstrations for the sole purpose of public issue speech protected under the First Amendment are not required to obtain or provide proof of insurance, nor are spontaneous expressions of public issue speech protected under the First Amendment.
7. The rental charge for use of the facilities or any portion thereof shall be standard and available to any applicant upon request.
8. The Parks can be reserved by groups of 50 or more for a use fee of $200/per area/per day. Taos Plaza can also be reserved for a use fee of $200/per day. If Town services shall be required, the Applicant shall pay, prior to issuance of the permit, charges for the service in accordance with a schedule of costs provided by the Town. If electricity is needed, it will be an additional $25/per day.

PROHIBITED USES

9. ~No consumption or sale of alcoholic beverage at any time
   ~No glass containers allowed on the premises
   ~No unleashed dogs
   ~No skateboarding
   ~No overnight stays

MUSIC/ENTERTAINMENT

10.
   - 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.
   - Language or gestures that are patently offensive as measured by contemporary community standards are not acceptable forms of entertainment. 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.

11. Those groups expecting 100 or more attendees must prove the following:

- **SECURITY:** 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.
- **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 (575-751-0696 or e-mail joe.fernandez@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

12. Any damage to the facilities 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). It will be a $500 refundable-deposit for cleaning and damage.

APPLICATION FOR USE PERMIT

TOWN OF TAOS
Buildings & Grounds /Parks Department
400 Camino de la Placitas
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 Parks 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**