



CITY OF ALBUQUERQUE SPECIAL EVENT PERMIT

P.O. Box 1293
Albuquerque, NM 87103

✓ APD
✓ FMO
✓ EHD
✓ WSA

Special Event Permit No: SP-2017-082617b

Approved by: Trissell Date: 08-26-2017

EVENT SUMMARY:

EVENT NAME: *HIGHLAND HORNET MARCHING BANDS ANNUAL MARCH-A-THON*

START DATE:	TIME	END DATE:	TIME
AUG 26, 2016	09:30AM (0930)	AUG 26, 2016	12:30PM (1230)

EVENT ATTENDANCE AT ANY ONE TIME: 200	EVENT ATTENDANCES OVERALL: 25
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ORGANIZATION:

HIGHLAND HIGH SCHOOL BAND BOOSTER ASSOCIATION

APPLICANT NAME: *RICHARD MIKE GOODRICH*

APPLICANT ADDRESS: *SE HEIGHTS- RIDGECREST AREA* **APPLICANT PHONE:** 505-205-2492

DEPARTMENT APPROVALS

- | | | | |
|--|-------------------------------------|-----------------------------------|-------------------------------------|
| Albuquerque Fire (Fire Marshal's Office) | <input type="checkbox"/> | Parks and Recreation (Open Space) | <input type="checkbox"/> |
| Albuquerque Fire (Emergency Medical) | <input type="checkbox"/> | Parks and Recreation | <input checked="" type="checkbox"/> |
| Albuquerque Police (Chief's Overtime) | <input checked="" type="checkbox"/> | Municipal Development | <input checked="" type="checkbox"/> |
| Albuquerque Police (Traffic) | <input checked="" type="checkbox"/> | Transit | <input checked="" type="checkbox"/> |
| Planning (Code Enforcement/Zoning) | <input type="checkbox"/> | Environmental Health (Food) | <input checked="" type="checkbox"/> |
| Planning (Code Enforcement/Treasury) | <input checked="" type="checkbox"/> | Environmental Health (Noise) | <input checked="" type="checkbox"/> |
| Solid Waste | <input checked="" type="checkbox"/> | | |

Supporting Documents:

- | | | | |
|---------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|
| Traffic Control Plans (TCP) | <input type="checkbox"/> | Business Registration | <input type="checkbox"/> |
| Route | <input checked="" type="checkbox"/> | Food Permit, Environmental Health | <input type="checkbox"/> |
| Tent Permit, Fire Marshal | <input checked="" type="checkbox"/> | Noise Permit, Environmental Health | <input checked="" type="checkbox"/> |
| Tent Permit, Zoning | <input type="checkbox"/> | Central Closure Form | <input type="checkbox"/> |
| Emergency Medical Packet | <input type="checkbox"/> | Insurance Policy | <input checked="" type="checkbox"/> |
| Outdoor Assembly Permit, Fire Marshal | <input type="checkbox"/> | Park Use Agreement | <input checked="" type="checkbox"/> |

POST IN A CONSPICUOUS PLACE DURING EVENT HOURS

Cultural Services Department (505) 768-3556

"THE SPECIAL EVENT PERMIT IS ONLY VALID IF IT IS APPROVED BY ALL OF THE CITY OF ALBUQUERQUE DEPARTMENTS. SPECIFICALLY IDENTIFIED ABOVE, AND THE DEPARTMENTS APPROVALS SHALL BE IN PLACE PRIOR TO COMMENCING THE SPECIAL EVENT."
ASSOCIATED ATTACHMENTS SHALL BE PROVIDED BY THE EVENT ORGANIZER UPON REQUEST



City of Albuquerque

SPECIAL EVENTS PERMIT SUMMARY/APPLICATION

Date of Submission: 2017/04/19 14:18:18.196130 US/Mountain

EVENT SUMMARY

Name of Event:	Highland Hornet Marching Bands Annual March-a-thon		
Location of Event:	SE Heights- Ridgecrest Area		
Event Start:	8/26/2017 9:30	Estimated Attendance:	Overall: 200
Event End:	8/26/2017 12:30	(turnover of people)	At any one time: band and 5-25
Applicant:	Richard Mike Goodrich		
Organization:	Highland High School Band Booster association		
Primary Phone:	5052052492	Event Phone:	5052052492
Email:	gogoodrich@yahoo.com		
Mailing Address:	314 Solano SE		
City:	Albuquerque	State and Zip Code:	NM 87108
Describe the event:	Annual March-a-thon in the SE heights/ Ridgecrest area to welcome in the new school year, raise money for the boosters and band kids, give the neighborhood an amazing parade. This has happened for over 10 years, and everyone loves the hardest working band in town. It gives the community to see and support our wonderful kids performing!		
Will there be closures or barricading of any streets, sidewalks, bicycle paths, or any other public right of way?	No street closures		
Will the event take place in a city park?	Yes, you will need a Park use agreement plus Insurance listing the City of Albuquerque as Additionally Insured		
If the event takes place in a city park, what is the name of the park?	Ridgecrest Park		
If the event takes place in a city park, will you require electricity?	No power		
Will the event take place on Bike Trails and/or Open Space?	No , event will not be held on Bike or Open space.		
Will there be food served, sold, or provided at the event?	No , there will be no food at this event		
Will there be any food trucks at the event?	No , there will be no food trucks at this event. So there is no impact		
Will public toilets and soap/water hand washing be provided or made available?	No , event does not need toilets.		
Will any part of this event be fenced?	No , this event needs no fencing.		

Will there be 200 chairs or more at this event?	No , event does not need chairs.
Will alcohol be served at the event?	If no , event is non-alcohol.
Will there be outside amplified sounds at the event?	No , amplified noise.
Will commerce be conducted on-site during the event?	No , selling of product(s).
Will there be temporary structures (tents, canopies) at the event?	If no - Skip the next 2 questions, they do not impact your event
Will you be hiring a TENT COMPANY?	If you are setting up tents then please contact Fire Marshal's Office at 505-924-3612 for a tent permit, otherwise, No impact and no action is required.
Will you be cooking under these structures?	If no, no act is required.
Will there be generators at this event?	If no, no act is required.
Will there be fireworks at this event?	If no, no act is required.
Will there be jumpers, bounce houses, or inflatables at this event?	If no, no act is required.
Will there be carnival rides at this event?	If no, no act is required.
Will there be open flames at this event?	If no, no act is required.

List of action items Route - Park Use Agreement - Insurance Policy - COT/Traffic: --Please contact Naomi for Rolling Baracade 768-2307

SPECIAL EVENTS PERMITTING COMMITTEE MEETING

This event must be presented at a Special Events Permitting Committee (SEPC) meeting: Yes No Date:

PERMIT COMPLETION

All elements designated in this application must be returned to the SEP Liaison no later than:

APPLICATION KEY

Gray Boxes are to be completed by City representatives.

Green Boxes are **required fields** and must be completed by Event Coordinator PRIOR TO SEPC MEETING. (Indicate N/A if necessary.)

White Boxes are to be completed by Event Coordinator. **NOTES** may be completed by City representative.

Red Outlined Boxes are provided for the convenience of the Event Coordinator and are not a required part of this application.

Checked () boxes indicate that a signature is required, or there are additional requirements from that department. Instructions will also be given about what permits, signatures or further items you will need.

Note that department costs are for estimate purposes only. Because some fees are hourly charges, a final cost estimate is not guaranteed by the City, but provided for reference only.

ALBUQUERQUE POLICE DEPARTMENT

Albuquerque Police Department oversees the security and safety of the public. There are three sections in APD that may have input on your event:

- Area Substations - Notify the nearest substation of your event
- Traffic Commander - Arrange for traffic control officers; submit Traffic Control Plan (TCP); determine other APD needs
- Chief's Overtime - Schedule Chief's Overtime staffing

Note that private security may be approved for certain events, using a security company approved by APD. Additionally, Chief's Overtime is no longer available on a donated/fee-waived basis under any circumstance.

APD/Substations

www.cabq.gov/police/our-department/area-commands

<input checked="" type="checkbox"/> Southeast Area 800 Louisiana SE (505) 256-2050	<input type="checkbox"/> Northeast Area 8201 Osuna NE (505) 823-4455	<input type="checkbox"/> N. Valley Area 5408 2 nd Street NW (505) 761-8800	<input type="checkbox"/> Foot Hills Area 12800 Lomas NE (505) 332-5240	<input type="checkbox"/> Northwest Area 4501 Ellison NW (505) 768-4850	<input type="checkbox"/> Southwest Area 5404 Los Volcanes NW (505) 831-4705
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The Area Station indicated above must be notified of this event Yes No

DUE DATE:

Notes:

EVENT REQUIRES LEAD & TAIL

2 COT OFC. NEEDED

APD Substations Cost: \$0

APD/Traffic Commander (505) 857-8421

www.cabq.gov/police

7520 Corona Ave. NE
(N. of Paseo del Norte, off Wyoming)
Albuquerque, NM 87122

A signature from this department is required: Yes No

Additional items are required for this department: Yes No

Traffic
Commander

Date 5/18/17 Approved Denied

A Traffic Control Plan must be submitted to the APD Traffic Commander Yes No

DUE DATE:

Traffic Control Officers are required for this event

Yes No If yes, see Chief's Overtime details below.

Notes:

NO CLOSURES / LEAD + TAIL NEEDED

APD Traffic Command Cost: \$0

ALBUQUERQUE POLICE DEPARTMENT (Cont'd.)

Event Name and Date:

TOTAL PAGE 1 COSTS	\$
TOTAL EVENT PERMIT COSTS	\$

APD/Chief's Overtime (505) 768-2380 www.cabq.gov/police	A signature from this department is required: <input type="checkbox"/> Yes <input type="checkbox"/> No Additional items are required for this department: <input type="checkbox"/> Yes <input type="checkbox"/> No
400 Roma NW, 3 rd Floor Albuquerque, NM 87102 Office Hours: 8:00 a.m. – Noon, 1:00 – 4:00 p.m.	COT Coordinator <i>Y. N. Sanchez</i> Date <i>7/25/17</i> <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied

Chief's Overtime staffing is required for this event Yes No

The event organizer is requesting Chief's Overtime staffing for this event, though it is not required Yes No

A copy of private security contract must be submitted for this event Yes No **DUE DATE:**

- If Chief's Overtime is being used, **no alcohol may be sold, served, distributed or consumed at this event.** Any violation of this requirement constitutes a violation of City Ordinance 12-2-19, as well as any other relevant City ordinances and/or state statutes. Any violation also renders this event a threat to public safety and, therefore, constitutes an immediate revocation of this permit, by order of the Chief of Police.

- The guidelines below for COT personnel are for references only. APD Chief's office will make the final determination of required personnel.

Qty.	Chief's Overtime Personnel	Fee per Hour	Hours (2-Hr. Minimum)	Total Fee	TOTAL APD CHIEF'S OVERTIME COST
<i>2</i>	Officer(s) - 2 per 500-1000 attendees (Minimum of two)	\$ 52.00	<i>3</i>	\$ <i>312.00</i>	
	Sergeant(s) - 1 per every 5 Officers	\$ 60.00		\$	
	Lieutenant(s) - 1 for every 9 Officers	\$ 68.00		\$	
					<i>\$ 312.00</i>

Notes:
2 OFFICERS REQUIRED FOR LEAD & TAIL

APD/Chief's Office (505) 768-2200 www.cabq.gov/police	A signature from this department is required for all events. Additional items are required for this department: <input type="checkbox"/> Yes <input type="checkbox"/> No
400 Roma NW 5 th Floor Albuquerque, NM 87102	Chief <i>G. E. Eden Jr.</i> Gorden E. Eden Jr. Date <i>7/25/17</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied

Alcohol will be served at this event Yes No

All events must be initialed by a Deputy Chief, even if no further involvement or action is required by APD.

Notes:

APD Chief's Office Cost: \$0

ADDITIONAL ALBUQUERQUE POLICE DEPARTMENT NOTES

Event Name and Date:

TOTAL PAGE 2 COSTS	\$
TOTAL EVENT PERMIT COSTS	\$

PARK USE AGREEMENT

NOTE: A Cleanup/Damage fee will be charged if park is not left clean and trash hauled away immediately following event, or if damage occurs to the park. Blocking off parking spaces / placing barricades / cones prohibited. Charcoal grill are not allowed – propane grills with fire extinguisher are allowed but cannot be placed under shade structures.

NOTE: Except Jumper sites this agreement is not a reservation or guarantee for use of any specific park or area. City parks are open to the general public and cannot be reserved. This paperwork is for the purpose of coordinating events, organized sports, and maintenance of scheduled events. Approval required at least 48 hours in advance or by 12:00 pm the Wednesday prior to weekend use.

Date of event: August 26, 2017 Time (Including setup & cleanup) 830 to 1300

Park: Ridgecrest Area of park to be used: South east corner area

Name of event: Annual HHS Band March-a-thon # Expected: 80

Will food be served to the public? No Will there be amplified sound? No

Will a tent or canopy be used? No Will a fun jump be used (designated sites only)? No

Fun Jump Company & Phone number: /

Will portable toilet(s) be on site? No (if yes) Company & phone number: _____

Responsible party: Mike Goodrich Organization: HHS Band Booster Association

Fax / Email: gogoodrich@yahoo.com Telephone: 505-205-2492

Electrical fee (When Available) \$65.00 for two hours; \$32.00 per additional hour
(Date Rec'd _____ Check No _____)

No staking in or driving on the grass at anytime unless permitted. Park must be left clean and trash removed from the park. Only gas grills allowed, grills cannot be placed under shade structures.

Responsible Party (Signature): Richard Mike Goodrich Date: May 3, 2017

Digitally signed by Richard Mike Goodrich
DN: cn=Richard Mike Goodrich, o=Highland High School Band Boosters, ou=President, email=gogoodrich@yahoo.com, c=US
Date: 2017.05.03 09:40:03 -06'00'

OfficeUseOnly:

Permits Required: Environmental Health: 768-2638, 400 Marquette NW, 3RD Floor
 Food permit (Date Rec'd _____) Noise permit (Date Rec'd _____)
 Tent/Canopy permit & Fire Marshal approved site plan (Date Rec'd _____)
Insurance Required: Insurance (Date Rec'd _____)

Fun Jump authorization charge
 \$35.00 Per Jumper/Site/4hours (Date Rec'd _____ Check No _____)

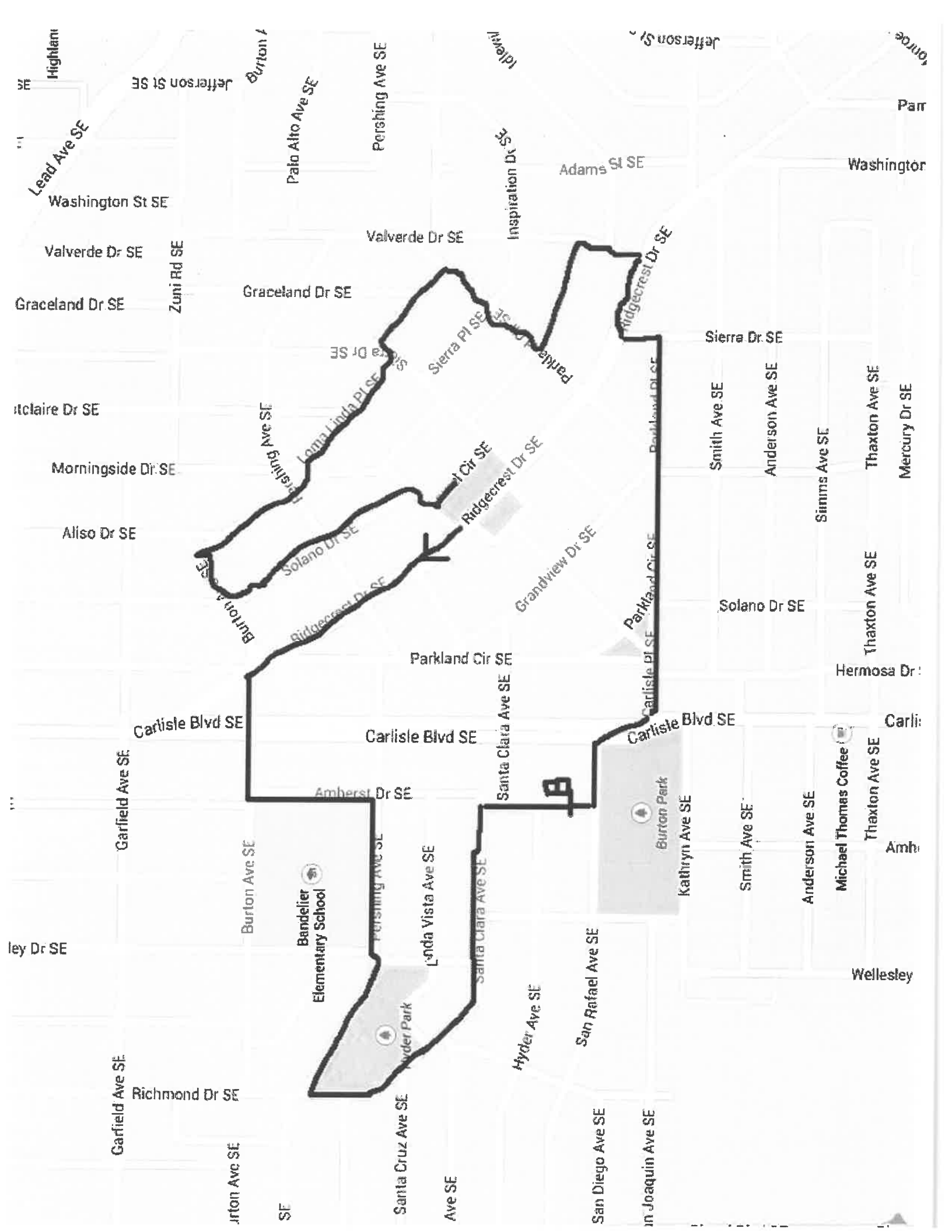
Parks and Recreation: Approved Special Events Approval Required

Approved By (Parks and Recreation): _____ Date: _____

Requirements/Notes: _____

Office: 857-8657 Cell: 261-1028 After hours/Weekend Supervisor: 259-9650 Fax: 857-8220

Updated 3/14/2013





**City of Albuquerque
DMD - Construction Services Division**

P.O. Box 1293, 600 2nd St NW
Room 800, 8th Floor, Plaza Del Sol
Albuquerque, NM 87102
Tel. No: (505) 924-3400
www.cabq.gov/construction

PAYMENT TYPE 300
Permit No : **2017013407SE**
Permit Status : Approved
05/08/2017

Special Event No Impact

Address:
Application Number
Activity Type

822 RIDGE CREST SE
019041
Special Event No Impact

Applied Date 05/05/2017
Issued Date 05/05/2017
Start Date 08/26/2017
End Date 08/26/2017

Applicant
Applicant Address
Applicant Phone

HHS BAND BOOSTERS ASSOCIATION- Ricard Mike Goodrich
314 Solano SE Albuquerque NM 87108
(505)205-2492

Location Description
Job Description

RIDGECREST From CARLISLE To PARKLAND
HIGHLAND HORNET MARCHING BANDS ANNUAL MARCH A THON.

Fee Table

Fees:	\$0.00
Payments:	\$0.00
Extend Credit:	\$0.00
Balance Due:	\$0.00

Conditions

No impact on public Right-of-Way.

Certificate Number: NAEP075651

Effective Dates: 8/26/2017 to 8/26/2017

**Additional Insured - Person, Organization or other Entity -
600002STEP 09 12**

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)
City of Albuquerque

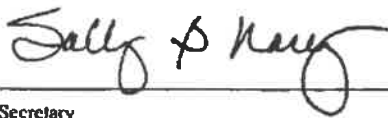
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that bodily injury, property damage or personal and advertising injury is caused by the sole negligence of the Memorandum of Insurance holder.

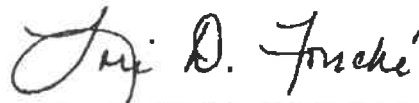
Any Additional Insured Person(s) or Organization(s) or other Entity(ies) covered under this policy is subject to the policy forms, terms, conditions, exclusions, limitations and provisions.

This Endorsement is otherwise subject to all the terms, conditions, exclusions, limitations, and provisions of the policy to which it is attached.

This Form must be attached to Change Endorsement when issued after the policy is written.
One of the Fireman's Fund Insurance Companies as named in the policy



Secretary



President

Trissell, Michael D.

From: Greenberg, Kaitlin
Sent: Thursday, May 04, 2017 11:18 AM
To: Trissell, Michael D.
Cc: R Mike Goodrich; Werner, Eric; Legits, Kristopher T.
Subject: EHD Noise: Approved Highland Hornet Marching Bands 08-26-17

EHD Noise: Approved Highland Hornet Marching Bands 08-26-17

School bands are exempt from the Noise Ordinance. No noise permit is needed for the event.

Thanks,

Kaitlin Greenberg, MPH
Epidemiology Specialist
CABQ Environmental Health Department
Albuquerque, NM 87103
(505) 768-2629 office
kgreenberg@cabq.gov