

Rules for Using the Gathering Permit

The City of Española Gathering Permit is used when you want to have a gathering in the City of Española. This form will have to be filled out, taken to City Hall and given to the City Clerk Department so all authorized directors can sign and approve or disapprove. Please fill out completely and PRINT. Please provide a phone number that we can contact you at.

Once the gathering permit is approved then the City will contact you to come in and pay the \$35.00 for the Permit.

All Gathering Permits will have to provide Liability Insurance.

Under no circumstance are non-authorized vehicles allowed to drive or park on any of the City of Española Parks. They are subject to towing, an illegal parking citation and are responsible for any and all damages.

Only emergency and authorized vehicles allowed. This includes loading and unloading of any material.

USERS OF PUBLIC FACILITIES ARE RESPONSIBLE FOR THEIR OWN TRASH DISPOSAL

Form Submittal Deadline: Monday prior to the date of event.



Date: _____
 Paid: _____
 Receipt #: _____

PERMIT FEE: \$35.00

City of Española

405 N. Paseo de Oñate. Española, NM 87532

City Hall: (505) 747-6100

GATHERING PERMIT

1. Name of Applicant (**PLEASE PRINT**): _____

2. Address: _____
Mailing City State Zip Code

3. Phone Number : _____ / _____
Home Cell/Other

4. Type of Event: _____

5. Location: _____

6. Date: _____ Time From: _____ to _____ Number of People: _____
 Liability Insurance Carrier: _____
 Policy # _____

7. Summary of Activity: _____

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8. Applicant Signature: _____ Date: _____

CITY OF ESPAÑOLA USE FOR: AUTHORIZATIONS:

Recreation or Comm. Director: _____ APPROVE DISAPPROVE

Streets Supervisor: _____ APPROVE DISAPPROVE

Public Safety Director: _____ APPROVE DISAPPROVE

City Manager: _____ APPROVE DISAPPROVE