

City of Santa Fe Parks and Recreation Department Reserve a Park/Special Events Permit

The City of Santa Fe Parks and Recreation Department has a number of parks available for permitted use throughout the city. This information packet will assist in reserving these parks for your enjoyment. The Special Events Coordinator for the Parks Division oversees this process and is always willing to assist in the permit process. We do not require permits for groups of less than 30 attendees, but please remember that those parks permitted for larger groups would not be available for small groups. Regional Parks are not available for small group rentals.

Requirements and Steps:

A permit is required to reserve a City Park, Trail, or Trailhead

1. Special events with 30 or more attendees
2. Classes, Instruction, group activity that is organized on a schedule re-occurring basis,
3. Business conducted in City Parks and Trails that collect fees from their participants

Park Reservations gives priority of use to the permit holder. All other users with 30 Attendees or less can utilize park on a first come first serve basis.

Steps:

1. Groups are required to contact the Special Events Coordinator (505-955-2110) to ensure the park location is available for permitting. The Department would prefer requests for reserve at least sixty (60) days prior to an event, but will reserve a park seven (14) days from event for small groups (Less than 100 people) and minimal set up requirements are necessary, based on availability of park.
2. Complete and submit the online application to Barbara Lopez, Special Events Coordinator by email (email).
 - a. Coordinator will schedule with the applicant a pre-event meeting. The reservation will not be confirmed without this meeting. If your event requires street closure, tent set-up, or security (if known), a representative from each of these companies must attend this meeting. At the meeting the following items will be determined:
 - i. Logistics (parking, electricity, number of attendees, etc)
 - ii. Cost of your permit
 - iii. Whether a street closure is necessary
 - iv. Whether or not your event will require a Liability Insurance Certificate.

Cost of Permit and Other Fees

The cost of the permit is based on: the number of attendees and if the event is scheduled for a weekday/weekend day or after 5PM. The logistics and services required will be provided by the City of Santa Fe for the event.

Parks One Day Base Rate

Plaza	\$535
Cathedral Park	\$460
Frenchy's Barn	\$225 and is limited to 55 or less
All Other Parks	\$125 for 30+ People \$275 for 50+People but less than 100 \$375 for 100+ People
Clean-up/Damage Deposit	\$250 for groups less than 100 people \$500 for groups more than 100 people

All rates are subject to change depending on requirements for each event. Deposits are refundable if facility is left in the way it was found and no damage has occurred to City of Santa Fe property.

Additional Charges (if required, but not limited to the following):

Street Closures Base Rate:	\$130 (Permit Fee) plus \$50 per each street Closure (Refer to Street Closure Requirements Below)
Metered Parking Spaces Reserved Fee:	\$12.50 per bagged meter
Additional Hours (more than 4 hours) Fee for Police:	\$84.00 per officer per hour
Administrative Overtime/Electrician (as necessary):	\$50.00 per hour

Liability Insurance Certificate

Any function which is used for fund raising, charges admission, or is advertised as a public function will be required to furnish a liability insurance policy. Sports activities requiring membership or fees to participate will also be required to furnish a liability insurance policy. A certificate of liability insurance shall name the City as an additional insured and shall be in the amount of \$1,000,000 per event.

Street Permits

Street permits are required for block parties, parades, processions, and marching events. A Street permit is also required if your event will include street closure. If the street is located where parking meters are located, there will be an additional charge to reserve these areas for parking.

Requirements for Street Permits

1. Obtain signatures from residents and businesses that will be affected by the street closure for your event. [Download and Print the Signature Form for Street Closures \(here\)](#).
2. Obtain a (free) map from the City's GIS Office showing all details related to your event and street closure.
3. S.E. Coordinator will contact SW Safety Services for:
 - a. Traffic control plan which is necessary to finalize the permit and is due at least two (2) weeks prior to your event;
 - b. To make arrangements for barricade set up before and pick up after the event.