



**CITY OF GALLUP  
EVENT · PARADE · PARKS · FILM  
COURT HOUSE SQUARE  
PERMIT CHECK LIST**

Office of the City Clerk  
P.O. Box 1270  
Gallup, New Mexico 87305  
(505) 863-1254

Profit \_\_\_\_\_ Non-Profit  Permit Number \_\_\_\_\_

Applicant(s) City of Gallup

Mailing & E-Mail Address PO Box 1270 Gallup, NM 87305 (b)welch@rllpnm.gov

Home/Office/Cell Phone # 505-863-1275 ext. 1175 BEN Welch. 870-2415

Type of Event Memorial/Veterans Day Date[s] 5/11 & 11/11 2019 Time[s] 8am to 2pm

Location(s) Hillcrest Cemetery - Artec Avenue - Veterans Memorial Downtown Plaza.

Parade Route 8th Street to 2nd Street on Artec Avenue.

**NOTE\* Obtain signatures in order shown, attach a written scope of event and provide a Certificate of Insurance for requested event. All street closures are City Council approved, 30 days in advance.**

**1. CITY POLICE DEPARTMENT: Acting Chief Franklin Boyd or Designee 863-9365**

See  
scope of  
event

Assigned Officer(s) PO & Officers Assigned N/A  
Police Department Fees \_\_\_\_\_ N/A  
Special Equipment/Conditions \_\_\_\_\_ N/A  
Security Plan Review \_\_\_\_\_ N/A

Approved:  Disapproved \_\_\_\_\_

Field Services Signature: LT. [Signature] Date 5/8/19

**2. CITY FIRE DEPARTMENT: Acting Chief Jesus "Chuy" Morales or Designee 722-4195**

See  
scope of  
event.

Assigned Firefighter/EMT(s) Parade Support N/A  
Special Equipment/Conditions Engine N/A  
Fire Department Fees \_\_\_\_\_ N/A  
Site Review \_\_\_\_\_ N/A

Approved:  Disapproved \_\_\_\_\_

Fire Department Signature: [Signature] Date 5/8/19

**3. CITY COORDINATION: Ben Welch, Community Services Coordinator 863-1275**

Single contact coordinates City of Gallup logistics and/or department requirements; Public Works, Gallup Joint Utilities, Parks, & Recreation. **NOTICE:** City of Gallup will not provide security, PA/Sound equipment, tables, chairs, tent{s}, canopies, concessionaires, bleachers, coolers, stages, port-a-potties, heavy equipment, wash basins, generators, extension cords, office equipment, printing, BBQ grills, crock-

pots, food warmers, water/soft drinks, food, volunteers, give-a-way prizes, gift certificates, money/cash etc., etc., and importantly, not limited to the above-mentioned list. **All Street Closures to be approved prior to event. Requests will be heard at regularly scheduled City Council meeting 30 days in advance.**

Below for Event Coordinator use only {based from written scope of event}

See Scope of Event.

Public Works	<u>SWEEP AZTECAVE &amp; Downtown Plaza Parking lots.</u>	N/A
GJU		N/A ✓
Parks/Recreation	<u>SCOPE OF EVENT.</u>	N/A
Logistics	<u>HILLCREST CEMETERY - AZTECA AVE - COURTHOUSE PLAZA - VETERANS.</u>	N/A
Additional City staff	<u>Gallup Police - Fire - Parks.</u>	N/A
Special Interest	<u>ANNUAL MEMORIAL / VETERANS DAY EVENT / PARADE.</u>	N/A
Special Equipment/Conditions	<u>SEE SCOPE OF EVENT</u>	N/A
Street Closures	<u>REQUEST HEARD TUESDAY MAY 14th 2019.</u>	N/A

City of Gallup Event.

**Provide Certificate of Insurance for all events. Any amusement ride; including but not limited to, bouncers, jumpers, wooly riding, trains, climbing walls, mechanical bulls, etc., require an additional Certificate of Insurance prior to the event. All food vendors must have approved Certificates from EID to serve food at events.**

Approved: [Signature] Disapproved \_\_\_\_\_

Gen. Services Dept. Signature: [Signature] Date 05-08-2019

**4. CITY CLERK'S OFFICE: Alfred Abeita II, City Clerk or Designee 863-1254**

Liquor/Alcohol requires "Special Dispenser License" application. Application coordinates with City Manager's office for any requirements and CM signature {no exceptions}. **Signed application must be returned to City Clerks Office.**

Department Fees Received

Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_

Other City Departments \_\_\_\_\_

Alcohol Permit \_\_\_\_\_

Loud Speaker Permit: Issued \_\_\_\_\_ N/A \_\_\_\_\_

Application Complete \_\_\_\_\_ Incomplete \_\_\_\_\_

Date/Time Issued For \_\_\_\_\_ Void After \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE: NO FIRE ARMS ALLOWED.** Inappropriate behavior and/or abuse of "any" City staff or any violations of the City of Gallup Municipal Codes: Unnecessary Noises {Section 5-1-24A thru 5-1-24C} and/or Disorderly Conduct {Section 5-1-10A thru 5-1-10H} shall result in termination/cancellation {before and/or during} events. The "Applicant" understands the City of Gallup reserves the right to cancel or terminate events if required for the Public Health, Safety, and Welfare of City residents. Damages to City property during events is the "Applicant's" responsibility to repair and/or replace at no cost to the City. Copies of applications returned to appropriate departments.

### **Scope of Events, In-kind Services, Street Closure Request for Memorial & Veterans Day 2019**

Open gates at Hillcrest Veterans Cemetery for set-up 8:00 AM, Memorials 9:00 AM, Parade[s] start 10:30 AM Line-up Gurley Motor Body Shop parking lot 8<sup>th</sup> St. & Aztec Avenue. **Chamber of Commerce Parade[s] Applications, please call or go visit Mrs. Cecelia Perez {505-722-2228}.**

**Gallup Police Department** Escorts, stopping side traffic from entry during the Annual Parade[s], Security during the event[s].

**Gallup Fire Department, Tower Two {2} presenting American/POW Flags at the New State Veterans Cemetery on Memorial Day 05-27-19 and on 11-11-19 at the Courthouse Plaza lower parking lot.** If Fire Engine is available on either date, please place in both Parade's.

**Parks & Recreation,** Two [2] Golf carts on Memorial Day and four [4] Golf Carts on Veterans Day. Veterans Helping Veterans, Commander David Cuellar {879-3333} will take charge of carts. Deliver Golf Carts to Gallup Courthouse Plaza Lower Parking Lot the morning of/pick-up at conclusion of events. Bleachers & Flags at Veterans Plot in Hillcrest and Plaza.

**"Request for Street Closure"** 2nd Street to 3<sup>rd</sup> Street on Aztec Avenue, in front of Veterans Plaza. Including Plaza lower parking lot, Children's Library/Gallup Utilities Parking Lot. **Street Department, Type-3 Barricades on 2<sup>nd</sup> Street & Gallup Federal Bank {east} prior to entrance on 3<sup>rd</sup> Street, sweep parade route, Hillcrest, and parking lots.** May require barricades' to block side streets on Aztec Avenue **Randell Henry will present Street Closure[s] request[s] before Mayor and City Council; Tuesday, May 14th 2019 6:00 PM.**

**NOTE:** *Street Closure and Golf Carts are an "Annual Dual Event Request". Both are City of Gallup Event's {Memorial/Veterans Day's} Certificate of Insurance is waived & approved via City Manager/City Attorney. A single request eliminates coming back before Mayor and City Council late 2019. Much Gratitude to the Honorable Mayor McKinney, Gallup City Council, City Manager, Assistant City Manager and City Attorney for assisting and supporting in so many ways.*

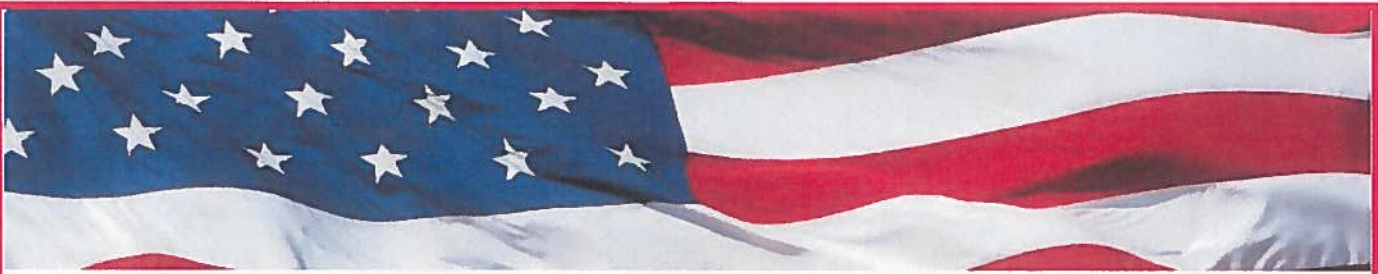
Plaza Events begins after Parade approx., 11:30 AM. Twenty {20} folding chairs upper stage, two [2] tables, eighty {80} Folding Chairs in front of upper stage. In the "Nightly Indian Dance" area create "ALLEY" to allow Veterans Helping Veterans Honor Guard to present our Nations Colors. Four {4} Bleachers facing stage, surrounding Dance Area. **No Concession Trailer on Memorial Day but, Yes on Veterans Day,** Ice/Water Trough for water, P/A System, Clean Plaza, Podium, Open Public Bathrooms, Fly Flags at Half Mast, raise to normal position when event concludes. American Flag Bunting placed at New Veterans Cemetery on Memorial Day then again on Veterans Days in Plaza, provided by **Parks & Recreation.**

Fly Over scheduled 12:00 Noon by **Air Medical Resource Group/Gallup Med Flight. Cope Memorial {Ernie Martinez} hands out American Flags & Event Programs.** Local Key Note Speakers include but, not limited to; Honorable Mayor McKinney, Senator George Muñoz, State Representative Patty Lundstrom, State Representative Wonda Johnson, and County Commissioner Bill Lee. **Memorial Day Event will include Governor Michelle Grisham and other State Dignitaries' at the New State Veteran's Cemetery.** Event Day Music is furnished at "no charge" via Knifewing Productions.

*Memorial Day "starts" the Annual Gallup's Nightly Indian Dancing program. Runs through-out the summer, concludes Monday, September 2<sup>nd</sup> 2019 "Labor Day". Come Join Gallup's Tradition.*

**City of Gallup, Gallup-McKinley Veterans Committee and Veterans Helping Veterans "Salute You All" for your continued support making both events Gallup's Finest. God Bless America and Gallup, New Mexico.**

**Gallup, New Mexico "Most Patriotic Small Town in America!"**



# 2019 Gallup McKinley Veterans Committee Annual Memorial Day Event

You are invited to participate in the 2019 Memorial Day Veterans Parade

**Monday, May 27<sup>th</sup>, 2019**

Route: Gurley Motor Body Shop, 901 W. Aztec Ave.  
to the Veterans Park and Memorial, Courthouse Square

**10:30am Parade Begins**

Line up begins at 10:00 am at Gurley Motor Body Shop

Looking for bands, dance groups, Civic Organizations, Boy/Girl Scout Troops, individuals, motorcycle/car clubs, etc. If you have an organization that would like to express your gratitude through a float, or any kind of display, please contact us. **NO CAMPAIGN FLOATS.**

To participate, please complete the bottom of this form and return to: The Gallup McKinley County Chamber of Commerce, 106 W. Hwy. 66, Gallup, NM 87301, or call 505-722-2228 or fax to 505-863-2280.

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Participation: Walking  Vehicle  Float

**AWARDS FOR 1st Place \$100.00, 2nd Place \$75.00 and 3rd Place \$50.00**