



**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) Gallup McKinley Veterans Committee / C.O.G. / VETERANS Helping Veterans.
 Mailing & E-Mail Address Kpricias@yahoo.com / gm.wm131@choice motels.com / kwick esail@gmail.com
 Home/Office/Cell Phone # 505-728-1685 / 405-834-0843-863-2445 - 863-1275 Bw
 Type of Event Memorial / Veterans Day Date[s] 5/30 & 11/11/22 Time[s] 8AM TO 1PM
 Location(s) Gallup Downtown Courthouse Plaza / Hillcrest Cemetery
 Parade Route 8th Street & Artie Avenue - East on Artie to Puckett Street.

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: Chief Franklin Boyd or Designee 863-9365

SEE SCOPE

Assigned Officer(s) (5) officers (1) supervisor, will need assistances from other city depts 127 intersections to be covered N/A
 Police Department Fees _____ N/A
 Special Equipment/Conditions _____ N/A
 Security Plan Review _____ N/A

Approved: Disapproved _____

Field Services Signature: Carl Erin Touchline - Public Date 3/21/22

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

Assigned Firefighter/EMT(s) Tower 2 with Personnel, Parade Support N/A
 Special Equipment/Conditions _____ N/A
 Fire Department Fees _____ N/A
 Site Review _____ N/A

Approved: Disapproved _____

Fire Department Signature: Jesus Morales Date 3-23-22

SEE SCOPE.

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.**

SEE Scope. Below for Event Coordinator use only {based from written scope of event}
 ADDITIONAL Support for Balc. Parades REQUIRED PLEASE
 City Sponsored.

| | | |
|------------------------------|---|-----|
| Public Works | Parade Support | N/A |
| GJU | Parade Support | N/A |
| Parks/Recreation | Parade Support | N/A |
| Logistics | Standard Parade Route - Downtown Courthouse Plaza | N/A |
| Additional City staff | Gallup PD/Fire/STREETS/Parks/Kalilwase/Electric | N/A |
| Special Interest | Annual City of Gallup Memorial/Veterans Day | N/A |
| Special Equipment/Conditions | Public Bathrooms/Decorate/Support | N/A |
| Street Closures | REQUEST to be made | N/A |

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: _____ Disapproved _____

Gen. Services Dept. Signature: [Signature] Date 03-25-2022

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.

2022 Memorial/Veterans Day Scope of Event, In-Kind Services Requests

City of Gallup Sponsored, Coordinated by Gallup-McKinley Veterans Committee & Veterans Helping Veterans

- Veterans Helping Veterans Placing Wreaths @ Hillcrest Cemetery
- Parks placing American Flags on & around Veterans gravesites in Hillcrest Cemetery 8:00 AM to 9:30 AM.
- Both Parades on Standard Route, See Attached Map
- Memorial/Veteran's Day Events held in the Gallup Downtown Courthouse Plaza; "both" Start at 10:00 AM.
- Event Program provided for "both" Parades by COPE/Serenity & Co., to include Memorials, Speakers, Announcements Etc., Etc.
- City of Gallup Streets Department: Set-up Road Closures for "Both" Parades, Welcome to join the attendees.
- City of Gallup Police Department: Assist with "both" Parades, Routine Patrols, and Welcome to join the attendees.
- City of Gallup Fire Department: No EMS requests, Tower Two with Flag, Assist with "both" Parades and Welcome to join the attendees.
- Parks: Twenty Chairs, Podium, Bunting, P/A & Mic, Public Bathrooms, Four {4} Bleachers facing stage @ "both" events.
- Solid Waste Department: May have to assist with Road Closures at "both" Parades. {Lack of Man/Woman Power} Welcome to Join.
- Knifewing Productions: Play Patriotic Music @ "both" Ceremonies.
- Conclusion for "both events @ 11:30 AM

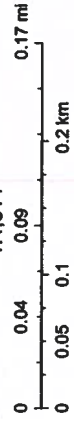
Ceremonial Parade Route 3



3/24/2022, 9:49:40 AM

City_of_Gallup_Roads_and_Addresses - COG_ROADS

1:4,514



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

City of Gallup
GIS Department