



**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 BID - FRANCIS BEE, DIRECTOR - DEE SANTIAGUES, ARTS CRAWL  
Mailing & E-Mail Address PO BOX 4019 GALLUP NM 87305 COORDINATOR  
Home/Office/Cell Phone # F BEE 505 870 7647 francis@gallupbid.com  
Type of Event GALLUP ARTS CRAWL Date[s] EVERY SAT Time[s] 6 PM - 10 PM  
Location(s) COAL AVE 20 to 4th ST; 2nd ST HOTEL to Rt 66  
Parade Route NO PARADE

**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

Assigned Officer(s) 2 officers & 2 psos N/A  
Police Department Fees \_\_\_\_\_ N/A  
Special Equipment/Conditions \_\_\_\_\_ N/A  
Security Plan Review \_\_\_\_\_ N/A  
Approved:  Disapproved \_\_\_\_\_

Field Services Signature: Capt. ER #4813 Date 8/18/22

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

Assigned Firefighter/EMT(s) Support when needed N/A  
Special Equipment/Conditions \_\_\_\_\_ N/A  
Fire Department Fees \_\_\_\_\_ N/A  
Site Review \_\_\_\_\_ N/A  
Approved:  Disapproved \_\_\_\_\_

Fire Department Signature: J. me Date 8-18-22

**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}*  
 Public Works \_\_\_\_\_ N/A\_\_\_\_  
 GJU \_\_\_\_\_ N/A\_\_\_\_  
 Parks/Recreation \_\_\_\_\_ N/A\_\_\_\_  
 Logistics \_\_\_\_\_ N/A\_\_\_\_  
 Additional City staff \_\_\_\_\_ N/A\_\_\_\_  
 Special Interest \_\_\_\_\_ N/A\_\_\_\_  
 Special Equipment/Conditions \_\_\_\_\_ N/A\_\_\_\_  
 Street Closures \_\_\_\_\_ 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: \_\_\_\_\_ Date \_\_\_\_\_

**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.**



August 10, 2022

Ben Welch  
Community Services Coordinator  
Community Services Department  
City of Gallup  
110 West Aztec Ave.  
Gallup, NM

Re: ArtsCrawl event permit request

Ben,

Attached is the request letter for an event permit. The request is for the time frame of October 2022 through September 2023. Gallup BID is the sponsor and funder, with in-kind support from City of Gallup.

The events will be structured in a manner very similar to those we have held during 2022.

Dee Santillanes is the ArtsCrawl Coordinator.

I have discussed the ArtsCrawl event insurance with Clay Fultz agency. Gallup BID will purchase appropriate event insurance, as in prior years.

Please let me know if you have any questions about this application or the ArtsCrawl events.

Thank you.

Francis Bee  
Executive Director  
Gallup Business Improvement District

**City of Gallup Special Event Permit Application/  
Scope of Event and Street Closure Request**

Downtown Gallup ArtsCrawl Events  
October 2022 – September 2023

*Overview:* ArtsCrawl is Gallup's "signature" Downtown monthly event.

ArtsCrawl celebrates Art, Music, Creativity, Culture, Community and everything Downtown has to offer.

*Purpose:* To highlight Gallup's diverse arts and music scene while revitalizing our Historic Downtown. ArtsCrawl is a community-building event welcoming all attendees in a family-friendly harmonious environment.

ArtsCrawl stimulates local businesses, encourages our creative economy, improves Gallup's image, and bolsters tourism.

*Theme:* Each month has a different theme, while providing live entertainment, artist exhibits & demonstrations, games & crafts for kids, handmade crafts and food vendors in a family friendly environment.

Each month, exhibitors include: non-profit organizations, workshops located in downtown businesses, all on Coal Avenue, Downtown Walkway and the City of Gallup parking lot at the north side of Camille's Sidewalk Cafe.

*Attendance:* To date, average event attendance has been 1,200 to 2,000 people per event, depending on the time of year and weather conditions.

*Coordinator:* The manager of each monthly event is Ms. Dee Santillanes, who has provided many Downtown ArtsCrawl event ideas and increased the diversity of offerings provided during this downtown event.

Gallup BID contracts with Red Rock Security to ensure a safe and welcoming environment.

Gallup BID provides two porta-pottys for the events, one standard and one ADA compliant.

Arts Crawl is funded and sponsored by Gallup Business Improvement District, Inc., with in-kind support from City of Gallup.

*Time Line:*

Second Saturday of every month, excluding December, January, and February.

ArtsCrawl 2022-23 Event Dates:

- October 8
- November 12
- March 11
- April 8
- May 13
- June 10
- July 8
- August 12
- September 9

Set-up begins at 6:00 PM. Teardown by 10:00 PM.

Event starts 7:00 PM, concludes 9:00 PM.

Requested In-Kind City of Gallup Department Assistance:

Street Closure Request: Coal Avenue, from 2nd Street to 4th Street.

2nd Street, from Aztec Avenue to Rt.66

Parks & Rec: Two (2) Staff members to set Bleachers {when needed} for street performances; eight (8) Picnic Tables and eight (8) Trash Cans, with four (4) placed between 2nd and 3rd and four placed between 3<sup>rd</sup> and 4<sup>th</sup> Street with liners.

City of Gallup Police: routine patrols, traffic control, walking patrols, and issuing parking citations.

Public Works: assistance with street blocking

Gallup Fire Department: On-Call emergency technicians and EMI presence when needed

City Electrical Dept.: electricity available on Coal Avenue for street performances and in Walkway for vendors

ArtsCrawl will have Live Bands or Entertainment placed in front of the Ricca Merc building and/or at the intersection of 3<sup>rd</sup> Street and West Coal Avenue and/or in front of City Electric Shoe Shop

There will be Food Vendors, Art & Craft Vendors, and Activity Tables at each monthly event.

FRANCIS BEE  
505 870 7147