



**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) Christopher Trujillo - GHS
Mailing & E-Mail Address 1408 S. Grandview / atrujill1@gmcs.org
Home/Office/Cell Phone # (505) 870-8246 atrui1@gmcs.org
Type of Event Homecoming parade Date[s] Fri. Sept. 30th Time[s] 3-5pm
Location(s) 8th street to Puerco
Parade Route same see attached Appraisal Parade Route

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

GPD will need assistance with intersections closed & adjacent

Assigned Officer(s) Patrol Shift Off / Admin. Staff N/A
Police Department Fees _____ N/A
Special Equipment/Conditions _____ N/A
Security Plan Review _____ N/A

Approved: Disapproved _____

Field Services Signature: Erin Toadler-Pablo Date Sept 7, 2022

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

Fire Engine or

Assigned Firefighter/EMT(s) Fire Engine With Two FF's N/A
Special Equipment/Conditions _____ N/A
Fire Department Fees _____ N/A
Site Review _____ N/A

Approved: Disapproved _____

Fire Department Signature: J-m Date _____

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-

Participating: clubs, athletics, students of Gallup High School
 Approximately 500, 40 floats, vehicles, 3 to 25 people on each float/vehicle.
 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	<u>ASSIST WITH PARADE</u>	N/A
GJU	<u>ASSIST WITH PARADE</u>	N/A
Parks/Recreation	<u>ASSIST WITH PARADE</u>	N/A
Logistics	<u>STANDARD PARADE ROUTE / SEE ATTACHED MAP</u>	N/A
Additional City staff	<u>GALLUP FIRE / PD / STREETS / PARKS / SOLID WASTE</u>	N/A
Special Interest	<u>ANNUAL HOME COMING PARADE - GALLUP HIGH SCHOOL</u>	N/A
Special Equipment/Conditions	<u>DEPTS ASSIST WITH PARADE</u>	N/A
Street Closures	<u>REQUEST HEARD 9-13-22 @ CITY COUNCIL</u>	N/A

Pending

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 09-07-22

RECEIVED
 9-7-22
 12:20 PM

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.

September 1, 2022

To Whom It May Concern:

My name is Christopher Trujillo, and I am the sponsor for the Student Council at Gallup High School. I am here to plan for the Homecoming Parade. The Homecoming Parade will be on Friday, September 30, 2022.

Our parade will start at 3:00 pm, according to the City of Gallup rules for parades. We will be following the parade route. The parade will end by 4:30pm. The parade will begin West of 8th Street and Aztec and end at ~~1st~~ Street. The only road that will have to be shut down is Aztec.

^{PUEBLO}
We will need a Police Car to lead the Parade. If possible, it would be great to have one of the large fire trucks behind the police car.

We will have everyone that is planning on being in the parade to start lining up at Aztec Theater parking lot. We usually have about 30 -40 entries.

Thank you for your time and your help in preparing for the 2022 Homecoming Parade. If you have any questions, please feel free to call me at (505) 870-8246.

Sincerely,

cfrujill1@gmcs.org
dfrujill@gmcs.org

Christopher Trujillo/Student Council Sponsor

Gallup Parade Route



From 8th St to Puerco on Aztec Avenue



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/7/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Avenue Woodland Hills, CA 91367	CONTACT NAME: Risk Services
	PHONE (A/C, No, Ext): (800) 578-8802 FAX (A/C, No): (818)449-9449
E-MAIL ADDRESS: rservices@pomsassoc.com	INSURER(S) AFFORDING COVERAGE
INSURER A: New Mexico Public Schools Insurance Authority	NAIC # N/A
INSURED New Mexico Public Schools Insurance Authority Member: Gallup-Mckinley County Public Schools 4110 Old Taos Highway Santa Fe, NM 87501	INSURER B: Safety National
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY		MOC NO L0025	07/01/2022	07/01/2023	EACH OCCURRENCE \$ Tort Limit
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners Contractors Protective Liability	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	MED EXP (Any one person) \$ Tort Limit				
		PERSONAL & ADV INJURY \$ Tort Limit				
		GENERAL AGGREGATE \$ Tort Limit				
		PRODUCTS - COMP/OP AGG \$ Tort Limit				
		Maximum Liability \$ 1,050,000				
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person)
						BODILY INJURY (Per accident)
						PROPERTY DAMAGE (Per accident)
						Maximum Liability
	UMBRELLA LIAB					EACH OCCURRENCE
	EXCESS LIAB					AGGREGATE
	DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			E.L. EACH ACCIDENT
						E.L. DISEASE - EA EMPLOYEE
						E.L. DISEASE - POLICY LIMIT
						Each Occurrence
						Maximum Liability

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary. Cert Holder is additional insured if required by written contract. General Liability Retention=\$750K.
Evidence of Insurance as respects to Insured's liability arising out of any and all parades held in downtown Gallup for any and all school sites located within the City of Gallup.

CERTIFICATE HOLDER CANCELLATION

City of Gallup 110 W. Aztec Avenue Gallup, NM 87301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED New Mexico Public Schools Insurance Authority	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: : Notes

Summary of New Mexico Tort Claims Act Section 41-4-19:
Maximum Liability Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.
Commercial General Liability Products and Completed Operations Professional Liability Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability