

Please call Ben 870-2415  
Thank you :)



**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 X Permit Number \_\_\_\_\_  
Applicant{s} St. Francis of Assisi Parish  
Mailing & E-Mail Address 212 West Wilson Ave., Gallup, NM 87301  
Home/Office/Cell Phone # Parish Office (505) 863-3033 / Geraldine Montoya (505) 870-1806  
Type of Event Annual Parish Fiesta Date[s] Oct. 2, 2022 Time[s] 11 a.m. to 5:30 p.m.  
Location(s) 212 West Wilson Ave. - Parking Lot (East of San Damiano Center)  
Parade Route No parade. Request closure of Wilson Avenue from 2nd to 3rd 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**

*Routine Patrols*  
Assigned Officer(s) Routine Patrol N/A  
Police Department Fees \_\_\_\_\_ N/A  
Special Equipment/Conditions \_\_\_\_\_ N/A  
Security Plan Review \_\_\_\_\_ N/A  
Approved:  Disapproved \_\_\_\_\_

Field Services Signature: Erin Toadlena Pablo Date 9/16/22

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

*Smoke House / Boxes w/ personal sparky if available*  
Assigned Firefighter/EMT(s) \_\_\_\_\_ N/A  
Special Equipment/Conditions Fire Safety House N/A  
Fire Department Fees \_\_\_\_\_ N/A  
Site Review \_\_\_\_\_ N/A  
Approved:  Disapproved \_\_\_\_\_

Fire Department Signature: Jesus Morales Date 9-16-22

**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.**

See Attached  
Scope of  
REQUESTS  
EVENTS

Below for Event Coordinator use only (based from written scope of event)  
 Public Works Sweep Wilson Street (Close Wilson) N/A  
 GJU \_\_\_\_\_ N/A  
 Parks/Recreation \_\_\_\_\_ N/A  
 Logistics Wilson Ave. 2nd St. to 3rd St. N/A  
 Additional City staff Gallup Fire/PD/Parks Streets N/A  
 Special Interest Annual Parish Fiesta N/A  
 Special Equipment/Conditions Black's/Trash cans/Gallup Fire N/A  
 Street Closures Request Heard 9-27-22 6pm for Wilson Ave 2nd to 3rd N/A

9:59 AM

ATTACHED

**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 09-16-2022

**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.

SCOPE OF EVENT

St. Francis Parish Fiesta

Sunday, October 2, 2022

11:00 a.m. to 5:30 p.m.

Location: 212 West Wilson Avenue – Parking Lot (East of San Damiano Center)

To Gallup City Council/City of Gallup:

(STREETS) We respectfully request the closure of Wilson Avenue between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street for the safety of those attending the Fiesta.

We also ask for assistance from the following City departments:

Police Department: routine patrols.

Fire Department: fire safety house or bounce house with personnel. *sparky?*

Parks Department: trash cans and 2 sets of bleachers to be placed at the site of the Fiesta. Also request appropriate barricades to block Wilson Avenue.

We thank you so kindly,

*St. Francis of Assisi Parish*

# Certificate of Coverage

Date: 9/15/2022

**Certificate Holder**  
 Most Reverend James S. Wall  
 Bishop of the Diocese of Gallup  
 Chancery Office, PO Box 1338,  
 Gallup, NM 87301

**This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.**

**Company Affording Coverage**  
 THE CATHOLIC MUTUAL RELIEF  
 SOCIETY OF AMERICA  
 10843 OLD MILL RD  
 OMAHA, NE 68154

**Covered Location**  
 ST FRANCIS CHURCH  
 411 NORTH 2ND STREET  
  
 GALLUP, NM 87301-0000

**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8559	7/1/2022	7/1/2023	Each Occurrence	1,000,000
	<input checked="" type="checkbox"/> Occurrence				General Aggregate	
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)**  
 Coverage is verified for claims arising out of St. Francis of Assisi Parish holding their annual fiesta on October 2, 2022.

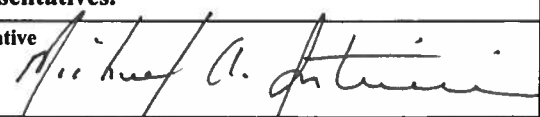
**Holder of Certificate**

**Cancellation**

City of Gallup  
 PO Box 1270  
 Gallup, NM 87305

**Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.**

Authorized Representative



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