



**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} \_\_\_\_\_  
Mailing & E-Mail Address \_\_\_\_\_  
Home/Office/Cell Phone # \_\_\_\_\_  
Type of Event \_\_\_\_\_ Date[s] \_\_\_\_\_ Time[s] \_\_\_\_\_  
Location(s) \_\_\_\_\_  
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**

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

Field Services Signature: \_\_\_\_\_ Date \_\_\_\_\_

**2. CITY FIRE DEPARTMENT: Chief Eric Babcock or Designee 722-4195**

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

Fire Department Signature: \_\_\_\_\_ 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-

