



**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 Jesus "Chuy" Morales 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-

