



Application for Circuses and Carnivals

Please complete the Planning and Zoning Application required for all City planning, zoning and permitting applications. The following check list provides additional requirements for your specific application. Reference: City of Lovington, New Mexico, Municipal Code Chapter 5.20 Circuses and Carnivals. Please attach all requested documentation. Sign and date the Application.

Permit Requirements

- 1) Submit completed, legible, signed, and dated Planning and Zoning Application.
- 2) Submit Affidavit signed by the property owner before a notary public giving permission to the applicant to submit application to hold circus or carnival on property owner's property.
- 3) Property Owner shall provide proof of property ownership such as a deed with legal description or interest such as a lease.
- 4) Submit a site plan showing property lines, buildings and building dimensions, lot area and dimensions, easements, building setback measurements, road access points, location of utilities, location of fire hydrant(s), location of electrical access, location dimensions of area to be designated for the circus or carnival, location of ticket booth, entry way, amusements, rides, concessions, restrooms, exits, emergency access and other features.
- 5) Compliance with New Mexico Carnival Insurance Acts. Provide proof of liability insurance in an amount of not less than one million dollars against liabilities for injury to persons arising out of the operation of carnival rides, listing each ride by name and serial number.
- 6) Provide Certificate of Inspection for each ride. Certificates of Inspection must show that inspections for each ride have been conducted within the current 12-month period.
- 7) Provide \$1,000 Deposit for the event in the form of a Cash Bond, conditioned upon saving harmless of the City from any and all liabilities or causes of action, which might arise by virtue of the granting of the permit to the applicant and conditioned further that no damage will be done to the streets, sewers, trees, easements, adjoining property, and that the applicant will not leave and will not cause to leave dirt, paper, litter, or other debris upon the streets or upon any private property. After the event is completed and removed from the premises and upon inspection by and certification by the Chief of Police that the applicant meets these standards, the City shall return the cash bond to the applicant. The City reserves the right to retain all or a portion of the Cash Bond to pay for damages made by the applicant or his or her agents.
- 8) Applicant shall pay a Business License Fee of \$35.00 per day that the Carnival is setting up, operating, and dismantling. This fee shall be paid in full at least one business day prior to set up.
- 9) Applicant shall report all Gross Receipts Tax collected in the City of Lovington, New Mexico, from the event to the New Mexico Taxation and Revenue Department. Applicant's New Mexico CRS Number _____ and name _____.
- 10) City Commission Approval or Denial of Application on ____/____/_____.
If Approved: Resolution No. _____
If Denied, Reason: _____
- 11) Conformance with current fire codes and regulations for circuses, carnival rides, arcades, and amusement houses or equipment, will be inspected at set-up and must pass inspection prior to opening to the public.

**City of Lovington, New Mexico
Application for Circuses and Carnivals**

Date(s) of Event: Set-up _____ Event Days _____ Dismantle Days _____

Applicant Name: _____ Telephone Number(s): _____

Applicant Company Name: _____ Email: _____

Applicant Mailing Address: _____

Applicant Physical Address: _____

By signing this application, I agree to comply with the City of Lovington Municipal Code, the Laws of the State of New Mexico, Federal Regulations, and industry safety standards. To the best of my knowledge, all the information and documentation I have provided are true and accurate. I further agree that neither I, my company, nor my agents will hold the City of Lovington liable or accountable for any accident or injury associated with my activity within city limits.

Applicant Signature: _____ Date: _____

Application Received by City Staff

Planning and Zoning Name: _____
Signature: _____ Date: _____

Preliminary Site and Safety Inspection: During Set-Up and Prior to Event Opening

Planning and Zoning Name: _____

Planning and Zoning Signature: _____ Date: _____

Fire Chief Name: _____

Fire Chief Signature: _____ Date: _____

Chief of Police Name: _____

Chief of Police Signature: _____ Date: _____

City Manager Name: _____

City Manager Signature: _____ Date: _____

Notes or conditions to report:

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State of New Mexico CRS Number: _____

Applicant Name: _____

Company Name: _____

Cash Bond

Date Cash Bond Received: _____ Bond Amount Received: _____

Number of Days for Event including set-up and dismantle. _____

Amount of Business License Fee Per Day: \$35.00 X Number of Days: _____ = \$ _____

Carnival Registration Received on Date / / .

City Clerk Name: _____

City Clerk Signature: _____ Date: _____

Final Site Inspection

Date Cash Bond Returned or Denied All or in Part to Applicant: _____

Amount of Cash Bond Returned to Applicant: _____

Notes of Damages or Reasons for withholding all or part of Cash Bond: _____

Planning and Zoning Signature: _____ Date: _____

Chief of Police: _____ Date: _____

City Clerk Signature: _____ Date: _____