

## **RAILYARD PUBLIC USE LICENSE FEES**

### **RAILYARD PARK AND PLAZA - SPECIAL EVENTS**

**\*\*Please note:** The Railyard Park and Plaza are part of the City of Santa Fe Parks system. Fees and policies are consistent with the City of Santa Fe.

**ALL GROUPS:** Must pay the Application Fee: \$25 (Non-Refundable)

**GROUPS 25 OR LESS:** Are not required to obtain permit, but if you wish to guarantee your location you must pay the \$25 application fee and \$100 administrative fee.

#### **SITE FEE:**

##### **GROUPS 26-99:**

Site Fee: \$215 (Weekday) \$275 (Weekend) per event space

##### **GROUPS 100-1,000:**

Site Fee: \$315 (Weekday) \$375 (Weekend) per event space

##### **GROUPS 1,000+:**

Site Fee: \$515 (Weekday) \$575 (Weekend) per event space

#### **ADMINISTRATIVE FEE:**

##### **GROUPS 26-99:**

Administrative Fee: \$100 per day

##### **GROUPS 100-1,000:**

Administrative Fee: \$200 per day

##### **GROUPS 1,000+:**

Administrative Fee: \$250 per day

#### **IMPACT FEE:**

A \$250 impact fee will be charged for events with 1,000+ people per day

#### **DAMAGE DEPOSIT:**

\$500 damage deposit (26-99 people per day) \$1,000 (+100 people per day)

\*Damage deposit will be deposited by SFRCC but returned after event given no damage

#### **OTHER RAILYARD CHARGES:**

- Additional pre-set or take-down day: \$250 per day
- Community Room: \$125 per day
- Street Closure: One-time fee \$130 - Closure per side/per day \$50
- Vendor stall fee: \$15 per vendor

#### **ADDITIONAL CHARGES ON EVENT ORGANIZATION:**

Event planner will be advised by SFRCC of any additional fees required by City or other agencies for the following services:

- Event Insurance
- Police and/or Private Security
- Fire Inspections and/or EMT services

- City Business License/Special Events Application
- Garbage removal/dumpsters
- Portable toilets (determined by SFRCC)
- State Health certificate
- Parking buy-outs
- Stand-by City Electrician
- Street closure barricades/tents/etc.

#### **NOTES**

- License fees must be received no less than 30 days prior to event
- If event is cancelled by event organizer less than 30 days prior to event, 50% of fees (less application fee) will be refunded
- If event is cancelled due to weather, 75% of fees (less application fee) will be refunded, **or** SFRCC will work with event organizer to reschedule event without additional fees.