



**CITY OF ELEPHANT BUTTE  
APPLICATION FOR BUSINESS LICENSE**

The undersigned or authorized agent or representative of the following named and described business does hereby make application for a Business License pursuant to the City of Elephant Butte's Business Registration/License Fees Ordinance #137.

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OR LOCATION \_\_\_\_\_ BUSINESS PHONE (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT FROM ABOVE \_\_\_\_\_

N.M. REVENUE ID \_\_\_\_\_

BUSINESS OWNER/AGENT \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_

WHAT DATES APPLYING FOR LICENSE? \_\_\_\_\_

- |                |                          |                     |                                      |
|----------------|--------------------------|---------------------|--------------------------------------|
| CLASSIFICATION | <input type="checkbox"/> | Mobil Retail Vendor | \$25 per day; maximum \$200 per year |
|                | <input type="checkbox"/> | Special Event       | \$35; \$200 deposit, if outdoors     |
|                | <input type="checkbox"/> | Flea Market         | \$200 / \$5,000 bond                 |
|                | <input type="checkbox"/> | Pawn Broker         | \$200 / \$5,000 bond                 |

PURSUANT TO ELEPHANT BUTTE ORDINANCE 137 THE DEFINITIONS ARE AS FOLLOWS:

- A. Mobile Retail Vendors, as defined in § 155.005; a person or entity that makes sales at retail from a "stand" that is intended to be temporary, or is capable of being moved from one location to another, whether the "stand" is located within or on the premises of a fixed facility.
- B. Special Events, as defined in § 110.007, a community-based event not more than five-consecutive days in length, and not more than twice yearly per event, which meets either or both of the following criteria: 1) Any trade show or exhibition of goods and services by multiple exhibitors, athletic or recreational events, processions, parades and musical events; or 2) Any event for which a special dispenser's license for the sale of alcoholic beverages is required.
- C. Flea Markets, as defined in § 155.005 – a market, often outdoors, consisting of a number of individual stalls sells old or used articles, curious and antiques, cut-rate merchandise, etc.
- D. Pawnbrokers, as defined in and subject to the regulations of NMSA 1978, §§ 56-12-1 through 56-12-16.

**WITH THE EXCEPTION OF PAWNBROKER** – all licenses require the following with the application:

- Every application must be submitted at least ten (10) business days in advance of business or event, and shall contain the following information in addition to other information required of business license applications:
  - An estimate of the number of guests or patrons that are expected to attend the business or event;
  - A diagram of the premises showing the location of activities, emergency access, and a description of how access to the event is to be controlled. If you are not the owner of the property of the land, you must have a permission letter from the owner of the land authorizing the use of their property including parking, sanitary facilities, waste receptacles, and liability insurance in the amount of \$1,000,000 combined coverage before the business license is issued.



- If alcoholic beverages are to be served, the identities of both the sponsor of the event and the alcoholic beverage licensee who will cater the event.
- If event is to be held outdoors, the application shall be accompanied by a cashier's check in the currently required amount of other equivalent security as a guarantee of compliance with subsection D(5) of this section.

SPECIAL EVENT STANDARDS. Each special event shall meet the following standards (an establishment such as Elephant Butte Community Center, Elephant Butte, Inn, Turtleback Mountain Resort, and other places that are built to accommodate special events, only need owner's permission and concurrence to the insurance requirements to use premise for the event):

1. **Sanitary facilities.** All special events shall have an adequate number of sanitary facilities. If the event is held outdoors, facilities in adjacent building may be used with the written consent of the property owners if, during the event, the exterior of the building is clearly marked to show the availability of facilities. Portable outdoor toilets may be used if the city approves their use and location.
2. **Waste receptacles.** For outdoor special events, adequate waste receptacles shall be provided at the sponsor's expense. The number of receptacles shall be subject to approval by the city.
3. **Access for emergency vehicles.** All special events shall have adequate access for emergency vehicles as approved by the city.
4. **Compliance with other regulations.** All special events must meet all other applicable codes and ordinances, including but not limited to fire codes, building codes and noise limitation ordinances.
5. **Cleanup of area.** The person obtaining the license for an outdoor special event shall be responsible for the cleanup of the area used by the event, plus the public rights-of-way within 150 feet of that area, within 48 hours of the close of the event.
6. **Liability Insurance.** All special events shall provide comprehensive public liability insurance with limits of liability not less than \$1,000,000 combined single limit. The city shall be named as an additional insured for the duration of the event. Coverage shall include liquor legal liability if alcoholic beverages are to be served. The City Manager may permit reduced or no coverage if he finds that the public safety and welfare will not be jeopardized by this reduced coverage. The City Manager shall advise the council in writing of all pertinent facts when a reduction or waiver is granted.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

\_\_\_\_\_

Date

\_\_\_\_\_

Business Representative or Agent Signature

\_\_\_\_\_

Date Approved

\_\_\_\_\_

By – Authorized City Official

\_\_\_\_\_

Business License Number