

CITY OF SALIDA

PARK RESERVATIONS

**APPLICATION A: NO PERMITS REQUIRED**  
PRIVATE PARTIES

Please review the attached Provisions for Park Rental and Rules and initial. \_\_\_\_\_

Date of application \_\_\_\_\_

1. Event location(s): \_\_\_\_\_

2. Date(s) & times(s) of event: \_\_\_\_\_

3. Proposed activity: \_\_\_\_\_  
\_\_\_\_\_

4. Estimated number of people: \_\_\_\_\_

5. Individual or organization sponsor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Evening: \_\_\_\_\_ Email: \_\_\_\_\_

7. Will you need electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, for what purpose? \_\_\_\_\_

**(A \$10 fee will be charged for events requiring electricity.)**

8. **County Health policy REQUIRES 1 toilet/50 people. Events with over 100 attendees must have additional portable toilets.** (Local providers are: Arkansas Valley Porta Pots (719) 539-9957; CP's Portables (719) 539-4985.) **Fees are to be paid to the company that will be providing service. Please indicate which company you will be using.**

9. **Events with 50 or more participants require a professional trash service.** Will you be renting trash/recycling containers? Yes \_\_\_\_\_ No \_\_\_\_\_  
(You are responsible for trash removal during and after your event. Local trash companies are: Waste Management, (719) 539-6911; Advanced Sanitation (719) 539-7677.) **Fees are to be paid to the company that will be providing service. Please indicate which company you will be using.**

**If clean-up is not satisfactory, damage deposit may not be refunded.**

Date:

Park:

**Signed:**

Event sponsor: \_\_\_\_\_

City of Salida \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Application A Fees:**

\*Park Fees: \_\_\_\_\_ *\$25/4 hours or \$50/park/day*

\*Damage Deposit: \_\_\_\_\_ *\$75 All parks **except** Riverside. Please make this a separate check so it can be refunded or destroyed if the park is left in satisfactory condition.*

\_\_\_\_\_ *\$150 Riverside Park/Band Shell. The permit holder must pick up and sign for the band shell key at the Aquatic Center prior to the event.*

Electricity Fees: \_\_\_\_\_ *\$10/day*

**Total Fees:** \_\_\_\_\_

\* Required fees.

**Make checks payable to the City of Salida.**

**Provisions for Park Rentals and Park Rules**

**The following Park Rules are enforced unless prior City approval or permit has been obtained.**

1. Event permit is limited to four (4) consecutive days.
2. Event must end at 10 PM, which is close of City Parks. (**Exception:** Centennial and Marvin Parks close at 11pm, Sunday through Thursday).
3. No amplified sound.
4. No alcohol allowed.
5. **No dogs allowed.**
6. **No camping allowed.**
7. **No glass containers allowed.**
8. Care for underground sprinkler systems prohibits wheeled carriers (except in designated areas) and no objects are to be driven into the ground.
9. **Person or Organization reserving park will:**
  - a. **Secure and pay for any additional services required;**
  - b. **Be charged for any damage incurred during scheduled use of the park;**
  - c. **Be responsible for and arrange for park clean-up/trash removal;**
  - d. **Arrange for additional toilets if there are more than 100 people.**
10. Fees for the use of the Parks:
  - Centennial, Alpine and Riverside Parks, Chisholm, Koenig Greenbelt, Mack Witty, Monarch Spur, Nuno, Picketts & Thonhoff Parks      **\$25/4 hours/park or \$50/day**

**Damage deposit of \$150 for Riverside Park and \$75 for all other parks will be imposed for park use.**

11. Provisions for event insurance may be required. Evidence of liability insurance will be required covering both the applicant **and** the City of Salida in the minimum amounts of \$1,000,000/person/occurrence for any event **requiring Council approval. Events permitting alcohol require liquor liability coverage, which must be included with your application.** Apply for Special Events insurance through your insurance carrier.

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**Electricity:** After the electricity fee of \$10 is paid, City crews will turn on power in the park. For electricity inside the Riverside Park band shell, please pick up the stage door key from the Salida Hot Springs Aquatic Center **BEFORE** the event and return it there afterwards. Please call ahead at (719) 539-6738 to arrange for pick-up. **Damage deposit of \$75 will be kept if key is not returned.**

**Parks with electricity:** Alpine, Centennial (pavilion), Thonhoff and Riverside.

**Barricades:** If available, Salida Public Works will allow event organizers to use City barricades for street closures. Call the Public Works Department during business hours, (719) 539-6257, 7:30 AM - 4 PM Monday through Friday to make arrangements to pick up and return them. **The event sponsors will be responsible for any weekend security of City property.**