



City of Salida

Special Event Application Guide & Checklist

This guide is designed to help you through the special event process. If you have any questions or concerns, please contact the City's Community Engagement Coordinator, Tina Gramann, at tina.gramann@cityofsalida.com.

What classifies as a Special Event in the City of Salida?

A Special Event Permit is required for all planned and promoted public activities conducted on public property that meet any of the following criteria:

- When using **tents, structures, and/or sound amplification, multiple vendors**; and/or
- When **providing, selling, or distributing alcohol and/or food to the public**; and/or
- When holding a **parade or using public right of ways** (ex: city streets, multi-use paths and sidewalks, boat ramps, etc.), and/or impacting vehicle, bike, or bus traffic; and/or
- The event **goes against an existing City of Salida ordinance**.

To obtain your Special Event Permit, we ask that all pertinent applications be turned in **between 60 and 90 days** prior to the event so all parties can make reasonable arrangements that will be necessary to hold your event.

You must fill out all information to obtain your event permit. In some cases, there may be additional items to fill out depending on what your event entails. **Incomplete applications will not be considered.**

Whomever is named on the application is **the only person that the City of Salida will contact** during application processes.

Special Event & Park Rental Request Deadlines

All park rentals, including those for special events, may be requested starting at 12am on October 1st for the following calendar year.

- To establish an interest in applying for a rental or special event, organizers or interested parties must complete [the online request form](#). This will get them in the queue for rental or event requests.
- Once in the queue, staff will conduct a review of the requests over the next 7-10 days. If there are conflicts, staff will determine the appropriate rental/event based on the community and council's desires.

Procedure Checklist

- To submit a rental/event request, fill out the [Park Rental and Special Event Request form](#).
 - a. Complete as thoroughly as possible.
 - b. Allow 7-10 business days to be contacted by City staff, to begin conversation determining applicable permits, fees, and approvals.
- Complete the [Special Event Application](#).
- Submit applicable deposits and/or fees according to direction from City staff.
- Sign & attach the Emergency Action Plan.
- Attach a Certificate of Insurance with the correct coverage amounts and name the City of Salida, its officers, agents, and employees as additional insureds (at least \$1 million).
- Choose from the event layout standards available for the Department of Parks & Recreation or draw a map of the locations of:

- a. Entrance(s)
- b. Exit(s)
- c. Additional Trash Cans (1 additional trash can is required per 50 people attending an event)
- d. Porta Potties (1 restroom is required for every 50 people attending an event)
- e. Vendors
- f. Alcohol Area (if applicable)
- g. Any performer parking near the bandshell must be called out.
- h. *PLEASE NOTE: No food trucks or trailers are permitted in the grass
- Obtain additional licenses and permits (see page 1)
 - a. For events with a Special Event Liquor License to sell and serve alcohol beverages:
 - i. If your event will include alcohol, please fill out the [Special Events Liquor License Application](#) and submit it (along with payment) with the rest of your application packet 90 days before the event.
 - ii. A diagram of the licensed premises, showing the perimeter and controlled access points.
 - iii. Boundary established (roped off or fenced) as well as warning signs posted indicating that alcohol must be consumed within the premises and not served to minors.
 - b. If your event has amplified sound, fill out an [Amplified Sound Permit Application](#).
 - c. If your event will include multiple vendors, fill out a [Multiple Vendor Event Permit Application](#).
 - d. If your event requests a street closure, then a [Street Closure Petition](#) is required.
 - e. Include a completed [Emergency Action Plan](#).
- Include a letter to City Council stating the following details: name of the event, organizer(s) of event, event overview and intent, an event timeline, and any other pertinent details that you would like to relay.
- Submit the application packet to Tina Gramann at tina.gramann@cityofsalida.com or at the SteamPlant (220 West Sackett Ave, Salida, CO).

Completed packets will be reviewed by the Special Events Committee, and organizer(s) of the event may be required to attend this meeting. The committee members will advise you on how to proceed if your event qualifies for this review.

Upon approval by the Special Events Committee, the event will be presented to the City Council for final approval.

After the event, City staff will review the event and make recommendations for deposit returns and if future rentals/events of its kind will be offered in the future.