

## ***CITY OF SALIDA***

### **PARK RESERVATIONS FOR SPECIAL EVENTS and PRIVATE PARTIES IN CITY-OWNED PARKS**

#### **Instructions:**

1. Fill out **APPLICATION A** if:

The public is not invited to your event or your event requires no additional permits (including liquor permits, which are only granted to 501c3 organizations) or safety considerations. Examples include private gatherings such as family reunions, school reunions, birthday parties, etc. An amplified sound permit may be necessary.

2. Fill out **APPLICATION B** if:

The general public is invited or if your event requires the following:

- insurance (all public events)
- liquor licensing (non-profit organizations only)
- street use and closures
- vendors

**You must also include a letter of intent to the City Council and Mayor** clearly outlining the purpose of the gathering. Your letter should include the date, time of event, number of attendees, sponsors of the event, beneficiaries and any other pertinent information. Once the application is submitted, the City will schedule a pre-event meeting with Fire, Police, Public Works and event planners to discuss logistics. After Fire, Police and Public Works sign off on the logistics of the event the application will go before City Council for final approval.

3. Fill out **APPLICATION C** if:

The event is scheduled on short notice **beyond your** control and your organization could not go before the City Council for final approval. Examples include Memorial Services and other qualifying events as determined by City Administration.

#### General Guidelines:

- The general public is invited.
- Event is less than two hours.
- No roads will be closed.

## **Where to apply**

Salida Hot Springs Aquatic Center  
Attn: Park Rentals  
410 W Hwy 50  
Salida, CO 81201  
[cityofsalida.com/permits](http://cityofsalida.com/permits)  
[salidarec.com/parks](http://salidarec.com/parks)  
(719) 539-6738

## **When to apply**

APPLICATION A: **30 days**\* before the event.

APPLICATION B: **60 days**\* before the event unless you require an ALCOHOL PERMIT - you must then apply at least **90 days** prior to the event.

APPLICATION C: As soon as possible.

\*If you do not meet the 30 (application A), 60 or 90 (Application B) days prior notice, we will do every thing possible to expedite your application. However, we cannot guarantee your event.

## **Note to Event Sponsors**

Submit application(s) along with park and all other applicable fees. The City will then review your application. You will be contacted for additional information, notification of all pre-event meetings and of approval status. If your application is not approved, you will be refunded your fees, excluding liquor (Special Event) fees. **Please note that incomplete applications slow down the approval process.**