

**CITY OF SALIDA**

**PARK RESERVATIONS**

**APPLICATION A:  
PRIVATE PARTIES**

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

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

Date:

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

7. Will you need electricity? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, for what purpose? \_\_\_\_\_

- A \$10 fee will be charged for events requiring electricity.

Park:

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

9. Events with 50 or more participants require a professional trash service. **You are responsible for trash removal during and after your event.** The local trash company is Waste Management, (719) 539-6911. Will you be renting trash/recycling containers?

Yes \_\_\_\_\_ No \_\_\_\_\_

We encourage recycling for all events. Contact Angel of Shavano Recycling (Mickey at (719)-207-1197) to arrange for recycle bins at your event.

- Fees are to be paid to the company that will be providing service.

**Signed:**

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

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

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

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

**Application A Fees:**

\*Park Fees: \_\_\_\_\_ *\$50/4 hours or \$100/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.*

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

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

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

\* Required fees.

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

**PRE-EVENT CHECKLIST:**

- Fees collected
  - Park Fees
  - Damage Deposit
  - Electricity
- Trash removal arranged
- Toilets arranged
- Amplified Sound Permit (if needed)

**Provisions for Park Rentals and Park Rules**

**The following 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 without a special permit.
- 4. No alcohol allowed without a special permit.
- 5. No dogs allowed.
- 6. No camping allowed.
- 7. No glass containers allowed.
- 8. **City Ordinances remain in effect.** This includes "No Parking" signs enforced. Free public parking is available at Sackett and 3<sup>rd</sup> (Arkansas Headwaters Recreation Area) and at 3<sup>rd</sup> and G Street (next to Safeway) and outside the downtown area.
- 9. Care for underground sprinkler systems prohibits wheeled carriers (except in designated areas) and no objects are to be driven into the ground.
- 10. 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.
- 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. Apply for Special Events insurance through your insurance carrier.

**Events permitting alcohol require liquor liability coverage, which must be included with your application.**

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**Parks with electricity** include Alpine, Centennial (pavilion), Thonhoff and Riverside. An extra fee of \$10 is required for electricity use. 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. **Damage deposit will be kept if key is not returned.**

**Fire Department Inspection** - Events with vendors and/or events with entertainment on the Riverside Park band shell stage are subject to inspection by the Salida Fire Department.

**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 though Friday to make arrangements to pick up and return them. The event sponsors will be responsible for any weekend security of City property.

Permit #: \_\_\_\_\_

**CITY OF SALIDA  
AMPLIFIED SOUND PERMIT**

Pursuant to Article IX Section 10-9-80 S.M.C., \_\_\_\_\_ (Permittee) has been granted this permit to exceed the maximum sound levels established in Article IX Section 10-9-80, S.M.C., in accordance with the following terms and conditions:

Permittee: \_\_\_\_\_

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

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

Individual supervising sound (if different from Permittee): \_\_\_\_\_

Activity/event: \_\_\_\_\_

Type of sound amplification equipment authorized (if any): \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Additional terms/conditions (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expiration: \_\_\_\_\_

**This permit will not be issued beyond 10:00 p.m.**

**The Permittee shall ensure that the sound/activity authorized by this permit shall be conducted in compliance with all applicable City ordinances and regulations, and a failure by the Permittee to do so, or to comply with all terms and conditions set forth hereinabove, may result in the summary revocation of this permit.**

Approved by the City Administrator on the \_\_\_\_ day of \_\_\_\_\_

City of Salida: \_\_\_\_\_ (City Administrator)

Accepted and agreed to by the Permittee: \_\_\_\_\_

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

Copies to: Police \_\_\_\_ Public Works \_\_\_\_ Fire \_\_\_\_ City Clerk \_\_\_\_