

CITY OF SALIDA

PARK RESERVATIONS

**APPLICATION B: EVENTS TO WHICH THE PUBLIC IS INVITED THAT MAY REQUIRE PERMITS FOR
STREET CLOSURES, ALCOHOL, AMPLIFIED SOUND**

Please review the attached Provisions for Park Rental and Rules and initial here._____

Date of application _____

Date:

Park:

1. Event location(s): _____

2. Date(s) & times(s) of event: _____

3. Individual or organization sponsor(s): _____

Address: _____

Telephone: _____ Email: _____

4. Contact person: _____

Address: _____

Telephone: _____ Email: _____

5. Plans for proposed activity. This application must be accompanied by a cover letter to Salida City Council explaining the details of the event.

6. Estimated number of people: _____

7. Are street closures proposed in your event? _____ If yes, where and when? _____

If yes, it is the applicant's responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure. See attached petition.

8. Do you plan on using any portion of the Salida Trail System (STS) during your event? _____

If yes, describe when, how and where. _____

9. Please attach an **event site plan** including venues, street closures, parade/race routes, emergency vehicle access routes, portable toilet placement, vendor booths, etc.

OUTLINE (on the site map) THE AREA WHERE ALCOHOL WILL BE DISTRIBUTED.

10. Will there be amplified sound? Yes _____ No _____
If yes, please fill out the attached **AMPLIFIED SOUND PERMIT**.

11. Will you need electricity? Yes _____ No _____
If yes, for what purpose? _____
A fee of \$10/day will be charged for events requiring electricity.

12. **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.

13. **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.

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

14. Will any food or merchandise be sold? Yes _____ No _____
If yes, FOOD AND SALES TAX LICENSES MUST BE OBTAINED. Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416 and the Chaffee County Public Health Department for food licenses at (719) 539-2124.

Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Fire Department.

15. Will alcoholic beverages be sold and/or dispensed at your event? Yes _____ No _____
If yes, please fill out the attached Application for Special Events Permit and submit it along with the necessary fees. **A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non-profit organizations.** Events requiring alcohol licenses must submit their applications at least 90 days in advance of the event.

16. Will you require any law enforcement services specific for your event?

Yes _____ No _____

If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc)? _____

Date(s) and time(s) officers needed: _____

17. Where do you plan for people to park for your event? _____

18. Please explain your Emergency Action Plan, including first aid stations and communication with public safety agencies.

19. Will you need event insurance? Yes _____ No _____ Events to which the PUBLIC is invited require insurance. Please refer to #11 under Provisions for Park Rentals and Park Rules. **Proof of insurance will be required with this application AND MUST list the City as an additional insured party.**

20. Please list any needs or requirements that have not been covered. _____

Signed:

Event Sponsor: _____ Date: _____

APPLICATION B Fees:

Park Fee: _____ *\$50/4 hours or \$100/park/day*

Electricity: _____ *\$10*

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.*

Liquor Permit: _____ *Make out two checks:
\$25 to Colorado Department of Revenue and
\$75 to the City of Salida*

**Total Fees
to City of Salida:** _____

Make checks payable to the City of Salida, unless otherwise noted.

PRE-EVENT CHECKLIST:

- Event Insurance •• Fax copy to City Hall (719-539-5271) & SHSAC (719-539-7708).
- Fees collected
 - Liquor - City \$75
 - Liquor - State \$25
 - Damage Deposit \$75 or \$150
 - Park Fees (see above)
 - Electricity \$10
 - Additional services
- Trash removal arranged
- Toilets arranged
- Liquor license
- Sales tax license
- Food vendor's license
- Amplified sound permit
- Street closure petition

Pre-event meeting scheduled on: (Date)_____.

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 3rd (Arkansas Headwaters Recreation Area) and at 3rd 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.

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 ___

