

CITY OF SALIDA

PARK RESERVATIONS

APPLICATION C
POLITICAL RALLIES, MEMORIAL SERVICES
& SHORT NOTICE EVENTS

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

Date of application _____

1. Event location(s): _____

2. Date and time of event: _____

3. Contact person: _____ Telephone: _____

4. Plans for proposed activity (include time schedule and venue for events, speeches, entertainment, etc. Attach an additional sheet if needed.)

5. Do you plan on using any portion of the Salida Trail System (STS) during your event? _____
If yes, describe when, how and where. _____

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

7. **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.)**

8. **Events with 50 or more participants require a professional trash service.**
You are responsible for trash removal during and after your event. Local trash company: 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.

Date:

Park:

9. Will any food or merchandise be sold? Yes _____ No _____

(If yes, FOOD AND SALES 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.)

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

11. Please explain your Emergency Action Plan, including first aid stations and communication with public safety agencies. Please attach an additional sheet if needed. _____

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

Signed:

Event Sponsor: _____ Date: _____

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.*

Total Fees: _____

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

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 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. 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: Private rentals **\$40/4 hours/park or \$80/day**
 - Public Events **\$50/4 hours/park or \$100/day**
 - Damage deposit of \$150 for Riverside Park and \$75 for all other parks will be held for security until after your event.**
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: Alpine, Centennial (pavilion), Thonhoff and Riverside. After the electricity fee of \$10 is paid, City crews will turn on power in the park. For electricity inside the Riverside Park bandshell, 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 will be kept if key is not returned.

Fire Department Inspection - Events with vendors and/or events with entertainment on the Riverside Park Bandshell 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 through 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 ____