

*CITY OF SALIDA*

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

**Instructions:**

1. Fill out **APPLICATION A IF:**  
Your event requires **no additional permits or safety considerations**, i.e. private gatherings including family reunions, school reunions, birthday parties, etc. (Amplified sound permit may be necessary.)
  
2. Fill out **APPLICATION B If:**  
**Events to which the general public is invited or that require the following:**
  - insurance (all public events)
  - liquor licensing
  - 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 including 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.** Your organization could not go before the City Council for final approval (i.e. 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  
410 W Hwy 50 (Rainbow Blvd)  
Salida, CO 81201  
cityofsalida.com/forms.htm  
(719) 539-6738 or (719) 530-8685 (Trish Bews, cell)  
Contact: Trish Bews or Steve Redmond

**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.

**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.**