

## 2. Choosing a Date

You may reserve the date for your desired special event location and begin the application process one (1) year before your preferred event start date. Please keep in mind that other special events may already be planned for the same day and location. There may also be construction and/or road closures that may impact the availability of certain sites. [You must provide a space reservation confirmation number \*before\* your Special Event Permit Application can be approved.](#)

**Please check availability and reserve the date for your special event in one of our public event locations [here](#).**

Please note that your special event date and location requests are coordinated around events hosted and organized by the City of Salina, Salina Arts & Humanities, Salina Downtown Inc., and other community organization or special event requests. The City of Salina and our affiliate partners reserve the first priority right to any dates or public locations for City-sponsored community events up to ninety (90) days before an event. In the unlikely case a City of Salina priority conflicts with your special event date and/or location request, staff will work with you to find an alternate date and/or location.

**Please ensure you have written approval and confirmation from the City of Salina before announcing your event date or location.** Space reservation does not constitute confirmation of your event. All applications and application fees must be received and approved by the City of Salina before your event is confirmed. Notification of approval will be provided digitally as part of the application process.

### **Multi-Day Events:**

Most special events occur over the duration of one day or portion thereof. However, your special event may occur over multiple consecutive dates, which is considered a multi-day event. Multi-day events include any activity of a similar nature provided by the same entity or an individual associated with the application and advertised as a duration beyond one (1) day. Please be sure to include the total duration of your event in the Special Event Permit Application. Separate applications submitted for individual consecutive event days will be treated as a multi-day event. See Section M of the Guidelines for additional details about event duration.

### **Repetitive or Annual Events:**

Repetitive events occur on multiple non-consecutive dates within a one-year period. If you are organizing a special event that is repetitive and has the same requested services and event needs for each date, you can complete one (1) Special Event Permit Application for the approval of all dates. Annual events must still complete a Special Event Permit Application each year, even if event details remain the same. See Section M of the Guidelines for additional information about event duration.

### **Restricted Dates:**

Please keep in mind the following annual community events take precedence over other special event requests and will restrict location and resource availability on specific dates:

- The annual **Smoky Hill River Festival** takes place the weekend of the second Friday in June (for exact dates, check the Smoky Hill River Festival [website](#)). This large special event is centered in Oakdale Park, with related activities and events scheduled throughout the community. Oakdale Park is reserved one (1) week in advance through the Monday following the festival. Depending on your event and the required/requested City resources, we may be unable to issue a permit for your special event during the festival.
- The **Kustom Kemps of America (KKOA) Leadsled** custom car show is an annual event held in Oakdale Park in late July (for exact dates, check the Kustom Kemps of America [website](#)). Oakdale Park is reserved for the duration of the event, as are additional locations throughout the community to accommodate many related activities and events. Depending on your event and the required/requested City resources, we may be unable to issue a permit for a special event during Leadsled.
- The **Salina Crossroads Marathon** is an annual event held in Salina on the first Saturday of November. City Lights stage parking lot and many roads are reserved for the duration of the day of the event. No other parades or runs are able to happen on the same day. Depending on your event and the required/requested City resources, we may be unable to issue a permit for a special event during the weekend of the Marathon.

*Please contact the Department of Community & Development Services at (785) 309-5715 if you have questions about a specific date before completing the Special Event Permit Application.*