

## **AA.Weddings**

Weddings are special occasions, which is what makes them special events. Weddings with any portion of the event taking place in public locations must submit a Special Event Permit Application and adhere to all Special Event Guidelines.

### **Space Reservation:**

You will need to make a reservation for any public event site you plan to use as part of your wedding festivities. You may reserve the date for your desired special event location and begin the application process one (1) year in advance of your preferred event date. [You will be required to provide a space reservation confirmation number \*before\* your Special Event Permit Application can be approved.](#) Please remember 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 locations. See Sections 3 & 4 to learn more about our available event sites and information about reserving a date and time.

If you are planning your wedding, or a portion of your wedding, in a City of Salina park, you may also be required to apply for a Parks & Recreation Shelter / Gazebo Permit [here](#). Please note that not all park locations allow reservations.

**NOTE:** Please do not announce your wedding date or location if any portion is on public property until we provide you with written confirmation of the approval.

### **Additional Details:**

Please note that special approvals may be required for certain wedding celebration elements. Be sure to communicate all details of your event with the City of Salina to ensure there are no issues of non-compliance or delays in processing your permit. Examples of such elements are listed below:

- Lights or decor on trees and/or bushes (see Section J of the Guidelines)
- Tents, canopies, etc. (see Section Z of the Guidelines)
- Use of fireworks (including sparklers) (see Section O of the Guidelines)

**NOTE:** Throwing confetti, fake flower petals, rice, or other such substances, releasing balloons or floating paper lanterns, and using candles or other open flames are not allowed on City of Salina property.

### **Photographer or Videographer:**

You do not need a separate permit to have a photographer and/or videographer present during your special event. However, special approval is required by the City of Salina if you intend to close off any streets, sidewalks, bridges, or other public rights-of-way for any portion of your ceremony, reception, and/or photographs. See Section Y of the Guidelines for more information regarding street closures.

*Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding hosting a wedding on public property.*