

A. Alcohol

Want to serve alcohol at your event?

Alcoholic liquor is subject to State of Kansas and City of Salina rules and regulations, which vary depending upon the type of property, activity (e.g., consumption, sale, and service), and licensure, among others.

State of Kansas Temporary Permit:

If you plan to serve alcohol at your special event, you must obtain a Temporary Permit from the State of Kansas Department of Revenue Alcoholic Beverage Control (ABC). Click [here](#) to access the ABC website for information on how to apply. The required application submittal deadline to the State of Kansas is at least fourteen (14) days before the event start date.

City of Salina alcohol codes run in conjunction with State of Kansas Statutes. Therefore applicants need to be aware of both sets of rules and apply accordingly. **However, please be aware that the City of Salina's code only allows two (2) events per year per organization and/or applicant to receive an Alcoholic Beverage Special Event Retailers Permit.** This differs from the State of Kansas code, which allows for four (4) events per year per organization and/or applicant.

City of Salina Alcoholic Beverage Special Event Retailers Permit:

The City of Salina must also issue an Alcoholic Beverage Special Event Retailers Permit for any events taking place on public property or right-of-way that plan to serve alcohol. You must first provide the City of Salina with a copy of your State of Kansas Temporary Permit, the alcohol vendor information, and the type of alcohol being served (e.g., beer, wine, spirits, etc.). Please note this permit is separate from your Special Event Permit. Access our Alcoholic Beverage Special Event Retailers Permit application [here](#).

Applicants must submit for a City of Salina Alcoholic Beverage Special Event Retailers Permit at least thirty (30) days before the event and have the required State of Kansas Temporary Permit prior to application approval. **Alcohol permitting requires both the State of Kansas and the City of Salina's approval. This approval process takes a minimum of forty-five (45) total days. Therefore, if you plan to serve alcohol at your event, we recommend you start this separate approval process as soon as possible to avoid any issues with processing your Special Event Permit.**

Private Event Alcohol Requirements:

Events occurring on private property require only a State of Kansas Temporary Permit. Private events may apply for an individual State of Kansas Temporary Permit, or if the private event is catered, your caterer may already have an alcohol permit from the State of Kansas that will suffice.

Permit Requirements:

The following table identifies the required alcohol permits based on event property types.

Property Type	State of Kansas Permit	City of Salina Permit	Notes
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Public Property	Yes	Yes, Administrative Approval (staff can approve)	This includes parks, plazas, parking lots, etc.
Public Right-of-Way	Yes	Yes, City Commission Approval (requires a public meeting)	This includes sidewalks, alleys, streets, etc.
Private Property, Inside	Yes, or Licensed Caterer gives proof of location to State	No	This includes event venues, private clubs, and other gathering places that do not already have an alcohol establishment permit.
Private Property, Outside	Yes, or Licensed Caterer gives proof of location to State	No	This includes event venues, private clubs, and other gathering places that do not already have an alcohol establishment permit.

Additional information regarding the City of Salina’s Alcoholic Liquor on Public Property ordinance can be found [here](#). Our ordinance provides details pertaining to alcoholic liquor consumption in the public right-of-way (streets, sidewalks, and alleys) and other non-right-of-way City-owned property. Please note that serving, selling, or consuming alcohol is prohibited in the City of Salina Neighborhood Centers (Carver Center and Friendship Center).

City of Salina Approvals:

Certificate of City Manager

City Manager approval is required with or without conditions at the following locations: Jerry Ivey Park, Bill Burke Park, the Berkley Family Recreation Area, Salina Municipal Golf Course, those areas within the Salina Business Improvement District No. 1 owned by the City, the Bicentennial Center, Salina Community Theater, Smoky Hill Museum, and a portion of Memorial Hall leased to Community Access Television of Salina.

Certificate of City Commission

A special event including consumption and possession of alcoholic liquor that is held on public streets, alleys, roads, or adjoining sidewalks located with the Salina Business Improvement District No. 1, Oakdale Park, Jerry Ivey Park, Bill Burke Park, or the Berkley Family Recreation Area must be reviewed and approved by the governing body, by ordinance, on the basis of criteria established by Resolution No. 12-6931 of the governing body, with or without conditions.

Liquor Liability:

If you or a vendor sell alcohol at the event, you must include Liquor Liability on your insurance.

Barricades:

Per the State of Kansas, any outside areas included within the proposed special event area where alcoholic liquor will be sold, served, or consumed must have barricaded boundaries. The boundaries of a special event must be clearly marked by signs, a posted map, or other means which reasonably identify the area which alcoholic liquor will be sold, served, or consumed. The three-dimensional barrier depicting the outdoor alcoholic liquor area must be indicated on your site plan (see Section X). [\(insert link\)](#)

NOTE: You will not receive a Special Event Permit without obtaining proper insurance and alcohol permitting from **both** the State of Kansas and the City of Salina (as applicable). You will need to know the time required to get the alcohol permits, which is a minimum of forty-five (45) days. City of Salina staff will accept a Special Event Permit Application and begin processing if proof of submittal for the required alcohol permit(s) is provided. However, approval of the event will not be granted until proof of alcohol permit approval is provided. Special Event Permit Applications submitted with proof of alcohol permit but that do not allow enough time for City of Salina approval will be denied.

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding alcohol and the additional permitting requirements.