

## **G. Changes, Cancellations, & Terminations**

### **Changes:**

We understand things change. The City of Salina will do its best to accommodate any necessary modifications to your event. The designated event contact, as identified in your application, must notify us in writing of any changes to your original Special Event Permit Application. Written notification is best done through email to the designated City contact listed on application materials. The City will not act on any changes provided by phone or someone other than the designated event contact.

Changes may include your event name, start or end time, equipment rental changes, etc. Please note that changes to your event details and any new requests may incur additional fees. The City of Salina reserves the right to revoke or not issue your Special Event Permit if we are not properly notified of your event changes. Due to the multitude of deadlines, reviewing parties, and extensive resources required to put on a special event, the City of Salina does not guarantee we can accommodate all changes after the application is submitted or approved. If the applicant chooses to cancel the event because the changes can not be approved or accommodated, a refund will not be granted, and the City takes no fiscal responsibility associated with the applicant's decision to change and/or cancel the event.

### **Cancellations:**

If you need to cancel your event for any reason, the designated event contact, as identified in your application, must notify the City of Salina in writing. Written notification is best done through email to the designated City contact listed on application materials. The City will not act on any cancellation provided by phone or someone other than the designated event contact. The City of Salina does not grant refunds for cancellations, and the City takes no fiscal responsibility associated with the applicant's decision to cancel the event.

### **Termination:**

The City of Salina reserves the right to terminate your event for any non-compliance issues. You are still required to pay any and all event fees, even if your event is shut down early. The City of Salina does not grant refunds for terminations, and the City takes no fiscal responsibility associated with the termination of the event.

*Please contact the Department of Community & Development Services at (785) 309-5715 with questions or notifications about event change or cancellation policies and procedures.*