

N. Fees & Payment

Application Fee:

There is a one-time non-refundable, non-transferable application fee for each Special Event Permit Application, due at the time of submission. Application fees are outlined in the Fee Schedule table below.

Permit Fee:

Special events require considerable City resources and therefore have an associated permit fee. Details in your Special Event Permit Application and application technical meeting (if required) will determine your permit fee as it corresponds to your permit type. Permit fees do not include reservation costs associated with some of our event locations. Detailed information about reservation costs can be found [here](#). **The permit fee must be paid in full prior to the issuance of your permit.** Permit fees are outlined in the Fee Schedule table below. Multi-day event permit fees will be evaluated on a case-by-case basis. See Section 3 and Section M of the Guidelines for additional information about event duration details.

Late Fee:

Give yourself plenty of time to prepare and submit your application. A late fee will be applied to your permit fee if you submit your application after the Application Due Date and before the Late Application Cut-Off. Late fees are non-refundable and non-transferable. The late fees are outlined in the Fee Schedule tables below per the application deadlines. See Section C of the Guidelines for more information about application deadlines.

NOTE: The City of Salina may not be able to permit some or all aspects of your event if your application is submitted after the respective deadline. Additionally, the City of Salina reserves the right to remove your event and/or space registration from the event calendar if your application submission does not meet the outlined deadlines. Applications received after the final cut-off date will not be considered for permitting.

Fee Schedule:

Permit Type	Requirements	# of Attendees	Application Fee	Permit Fee	Late Fee
Basic Permit	No City services required	N/A	\$25	\$0	\$100
Advanced Permit, Level 1	City services required	0-250	\$100	\$100	\$300
Advanced Permit, Level 2	City services required	251-500	\$100	\$250	\$750
Advanced Permit, Level 3	City services and/or road closure required (excluding races or parades)	501-1000	\$250	\$500	\$1,500
Advanced Permit, Level 4 (all	Race-Type A: includes the Bill Burke, Jerry	N/A	\$100	\$250	\$750

predetermined race and parade packages)	Ivey, and Soccer Complex Run Routes				
	Race-Type B: includes the Lakewood and Oakdale & Kenwood Parks Run Routes	N/A	\$100	\$500	\$1,500
	Race-Type C: includes the Marathon Run Route	N/A	\$100	\$1,000	\$3,000
	Parade-Type A: includes the School Parade Route 1 (Sacred Heart Catholic Jr/Sr High School) and School Parade Route 2 (Salina Central & South High Schools)	N/A	\$0	\$0	\$100
	Parade-Type B: includes the Downtown Parade Route 1 (Elm Street to Prescott Avenue) and Downtown Parade Route 2 (Elm Street to South Street)	N/A	\$100	\$500	\$1,500
Advanced Permit, Level 5	Custom race/parade route or high impact, specially customized event	1,001+	\$500	\$2,000	\$6,000

Additional Fees and/or Charges:

The City of Salina may issue additional fees and/or charges if your event:

- details are not fully disclosed in the permit application and/or application technical meeting,
- is not in compliance with the stipulations of your Special Event Permit,
- requires additional cleaning of the event site, or
- damages streets, sidewalks, or other public property.

Additional fees and/or charges are calculated and charged per the following fee structure.

Overtime Hours:

We charge the hourly overtime rate for City staff required to work after their normal hours. For the Salina Police Department, overtime is determined by the number of officers used and the hours they worked (minimum two-hour charge). These rates are subject to change at any time.

Permit fees for races and parades already account for required City staff hours regardless of the times.

City of Salina Staff	Overtime Labor Rate
Clerk or Administrative Supervisor (CDS)	\$64.95 / hour
Administrative Assistant (PW or CDS)	\$25.29 / hour
Maintenance Worker II (PW)	\$13.35 / hour
Maintenance Worker III (PW)	\$36.64 / hour
Facility Maintenance Technician (PR)	\$34.65 / hour
Parks Staff Technician	\$34.65 / hour
Police Officer	\$53.11 / hour
Police Sergeant	\$58.59 / hour
Street Maintenance Worker	\$22.65 / hour
Street Superintendent	\$54.69 / hour
Street Supervisor	\$38.40 / hour
Street Sweeper	\$34.88 / hour
Traffic Control Supervisor	\$35.28 / hour
Traffic Control Technician	\$28.46 / hour

CDS – Community & Development Services

PR – Parks & Recreation

PW – Public Works

Traffic Safety Fees:

Street and sidewalk closures may be required for certain special events. Traffic Safety Fees depend on the type and number of barricades required and their delivery.

Traffic Safety Item	Event Rate
Barricades – Type I	\$20 each
Barricades – Type III	\$25 each
Delineators	\$10 each
Traffic Cones*	\$2 each
Temporary No Parking Signs*	\$6 each
Delivery / Pick-up	\$100 per trip

*Quantities may be limited for traffic cones and Temporary No Parking signs.

Clean-up Fees:

As part of the Clean-up Plan, event organizers are responsible for ensuring the event site is cleaned before leaving. You can contract a private waste disposal and/or recycling company, or you may enlist volunteers to clean and dispose of all waste offsite. You'll have until the end of the event day to return the site to its original condition. The City of Salina will impose a clean-up fee if you leave the site in disorder.

City of Salina Clean-up Staff	Event Rate
Parks Staff Technician (City parks events only)	\$23.25 / hour
SDI Maintenance Personnel	\$16.00 / hour
Contracted Abatement	
Administrative Fee	10% of total fees

Plaza Clean-up Deposit:

For special events taking place in an Arts, Commerce, and Entertainment (ACE) District public plaza, the Salina Downtown, Inc. (SDI) will assist the City of Salina in evaluating the proper set-up before events and site cleanliness at the conclusion of events. To encourage good stewardship of these spaces, the City requires a \$100 deposit for ACE District public plazas, which will be returned upon SDI inspection and satisfaction with site clean-up.

Parking Lot Reservation Deposit:

The City of Salina requires special events taking place in a City-owned public parking lot to pay a \$300 deposit to encourage good stewardship and appropriate use of these spaces. Deposits, or any portion thereof, will be returned upon inspection and satisfaction with post-event clean-up. Any costs incurred by the City for direct labor costs or out-of-pocket expenses associated with the special event related to clean-up or property damage will be taken from the deposit. Additional fees and/or charges may also be incurred for improper use of the space.

Additional Permit Fees:

Your special event may require other permits, which have their own permit fees, including but not limited to:

- Alcohol Permit,
- Electrical Permit,
- Mechanical Permit,
- Plumbing Permit, and
- Zoning Approval.

Changes or Cancellation Fees:

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. The City of Salina also does not grant refunds for terminations, and the City takes no fiscal responsibility associated with the termination of the event.

Invoicing:

You'll receive an invoice for all estimated charges for your Special Event Permit approximately fifteen (15) days before your event. The invoice includes any and all anticipated fees based on the details of your application submission. Payment in full is required five (5) days prior to your event set-up date. The City of Salina will not issue a permit without payment. If needed, any changes related to required City services and additional fees will be invoiced at the conclusion of your event.

Making Payment:

Application fees can be paid by credit card as part of the online application process or by check submitted to the Department of Community & Development Services. Your application will not be processed until the application fee payment has been received by the City of Salina.

All other permit fees and invoices must be paid before the event set-up date.

There are a few ways you can pay your Special Event Permit invoice:

- Mail or drop off a check to the Department of Community & Development Services.
- Pay by card or with cash at the City-County Building.

Your invoice number is required to process any form of payment.

All checks can be made to the **City of Salina**, and all payment options can be processed by the Department of Community & Development Services in the City-County Building. The Department of Community & Development Services is open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday (except for holidays).

City of Salina
Attn: Department of Community & Development Services
City-County Building
300 W. Ash Street, Room 205
Salina, KS 67401

NOTE: All fees are subject to change. The City of Salina will not refund any fees if your event is shut down early for non-compliance issues.

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding Special Event Permit fees or payment.