

6. Special Event Guidelines

The following Special Event Guidelines intend to provide additional detailed information about specific aspects of your special event. Please note that some items in the guidelines may not apply to your event.

Important fine print:

- The City of Salina may revoke your Special Event Permit if you misuse the property or do not follow the rules and conditions of your Special Event Permit. Your Special Event Permit may also be revoked if your event interferes with the regular use of the property (such as in a public park).
- You (or the permit holder) must be present at the site for the entire event and are responsible for the event. This means ensuring attendees, spectators, and other participants adhere to the permit requirements and general community standards.
- After the event, you (or the permit holder) are fully responsible for site clean-up.
- City staff reserves the right to immediately end your event if any event attendees, spectators, or other participants abuse or destroy City property or equipment.
- The City of Salina also reserves the right to impose additional fees and/or charges related to damage, destruction, or improper use of the property and not fully adhering to the agreed-upon clean-up details.
- You reserve public property with the knowledge that weather may be an issue. We encourage you to have an alternate plan in case of inclement weather or if the space is unavailable. The City of Salina does not grant refunds for cancellation.
- The City of Salina reserves the right to ask you to alter certain aspects of your event details, contingent upon available City resources.

There may be other permits and/or licenses required in addition to a Special Event Permit:

- Additional permits and/or licenses may apply if you prepare and/or serve food, alcohol, or other beverages or if your event includes sales, fireworks, electrical, plumbing, or other elements as outlined in the Special Event Guidelines.
- Please note that other required permits and licenses may have different application due dates and processing timelines. The City of Salina is not responsible for timeline conflicts of multiple permit application processes or the order in which permits must be received to fully approve your Special Event Permit.

Tips to get your Special Event Permit approved:

- Remember, it is essential to disclose **all** aspects of your event so we can ensure you obtain all required permits and/or licenses to issue your Special Event Permit. In addition to the information requested as part of the application process, other important details to disclose include:
- If you want to build a temporary structure like a stage or ramp.
- If you would like to have animals (aside from certified service animals) at your event. (*NOTE: all animal types must be identified*)
- If you want to have bounce houses or any type of inflatables at your event. (*NOTE: the inflatable provider must have proper insurance for use on City property*)

- If you would like to have balloons (e.g., party balloons, hot air balloons, etc.) at your event. (*NOTE: releasing balloons or floating paper lanterns is prohibited in the City of Salina*)
- If you want to use a device that releases confetti, foam, bubbles, or other liquids or substances. (*NOTE: these substances are not allowed in City of Salina parks*)
- If you would like to have fireworks or pyrotechnics at your event. See Section O of the Guidelines

Additional tips to consider when applying and planning for your event:

- Give us plenty of time to coordinate Public Safety resources. Keep in mind that emergency services need to be available to the community as a whole during all events, and we need to coordinate early to ensure there's enough coverage. This applies to large events with emergency service needs.
- Plan your event to limit the disruption it will have on the safety, traffic, and use of any street or public place.
- Follow all health, fire, and safety requirements when using vehicles and equipment.
- Check if there's construction planned for your event's desired location. Keep in mind that we may deny your application if there are conflicts with construction or other scheduled events.
- Make sure your event abides by all City of Salina ordinances and State of Kansas laws.
- Review and comply with our noise regulations ([Sec. 25-132](#) – *Disturbing the peace*).
- Be open with us about your plans. Our goal is to always find a way to say "yes." We're here to help you, but we need all the related information to do that.

Pay any prior City of Salina bills. We can't issue a permit to anyone who has outstanding bills or has damaged City property, including any organization's personnel with an outstanding balance to the City.