

## City of Salina - Community & Development Services

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# Special Event Permit Quick Reference Guide

This is a quick reference guide. For additional details, see the user manual and resource guide at <https://salina.govbuilt.com/user-guide-and-manual>. For large events or events with a large attendance expected, we encourage a pre-application meeting. One of the most important components of the application is your event description. Please take the time with this important opportunity to provide detailed information about the purpose, event activities, and anticipated event schedule that might not otherwise be fully captured in the standard application prompts.

PROJECT INFORMATION	
GENERAL	<b>(Reservation)</b> It is necessary to reserve the location of your event at <a href="https://secure.rec1.com/KS/salina-ks/catalog">https://secure.rec1.com/KS/salina-ks/catalog</a> . You must provide the space reservation confirmation number at the time of application submittal. Written approval and confirmation from the City of Salina is required before announcing your event date or location. Space reservation does not constitute confirmation of your event. (See <a href="#">Section 2</a> of User Manual)
	<b>(Event Location)</b> We have many public parks and sites for you to choose from. To review the site-specific details for each location, visit <a href="https://secure.rec1.com/KS/salina-ks/catalog">https://secure.rec1.com/KS/salina-ks/catalog</a> . (See <a href="#">Section 3</a> of User Manual) There are two permit types: a single location application and a multi-location application.
	<b>(Event Schedule)</b> It is important to establish an event schedule from set-up to clean-up to ensure you've accounted for all event activities. This information is important for the approval of your submission and for the City's evaluation of key components requiring services, community notification, inspections, etc. We recommend including in your event description as much information pertaining to your anticipated event schedule as possible.
	<b>(Application Deadlines)</b> It is important to give yourself plenty of time to prepare and submit your application. The more intricate your application, the longer review may take due to complexity. (See <a href="#">Section C</a> of the Resource Guide)
	<b>(Anticipated number of people attending)</b> The anticipated number of attendees is required to be submitted as part of the application process.
	<b>(Fees)</b> There is an initial application fee, as well as a permit fee due upon distribution of the approved permit. (See <a href="#">Section N</a> of the Resource Guide)
SITE PLAN(S) MUST BE DRAWN TO SCALE	
SITE PLAN	<b>(Important)</b> The site plan is an important piece of the permit that will take time—please be thorough. (See <a href="#">Section X</a> of the Resource Guide).
	<b>(Layout)</b> Show location with boundaries, barricades/street closures, seating and/or tables, signage, tents, entertainment areas, food trucks and other service areas, first aid stations, portable restrooms, vendor booths (food and non-food) or other temporary structures. (See <a href="#">Section Z</a> of the Resource Guide)
	<b>(Entrance/Exits &amp; Fire Lane)</b> Show location(s) of entrances, exits, and fire lane(s.)
	<b>(Parking)</b> The management of parking for your event must be submitted either as part of your site plan or separate parking plan. You will need to identify the number of parking spots, where you will direct attendees to park (public, private or street parking), and if volunteers are available to assist with parking. You will also need to attach written consent from the property owner if any portion of your event's parking will occur in a private parking lot. (See <a href="#">Section R</a> of the Resource Guide)
	<b>(Races/Parades)</b> A pre-determined race/parade route does not require a site plan. However, a custom route does require a race/parade route map. (See <a href="#">Section T</a> of the Resource Guide)
ADDITIONAL DOCUMENTS	
If your event will include any of the following, additional information must be submitted either at application submittal or prior to the event date.	
SUPPORTING DOCUMENTS	<b>(Alcohol)</b> If alcohol will be served or sold at your event, the submittal of separate permits to the State of Kansas (applied for at least 45 days before event start date) and City Clerk (applied for at least 30 days before event start date) are required. (See <a href="#">Section A</a> of the Resource Guide)
	<b>(Banners, Flags &amp; Signs)</b> The City of Salina allows the promotion of special events while maintaining the safety and aesthetics of the community and public streets. Banner, flag and sign temporary use details must be provided as part of the application process. (See <a href="#">Section D</a> of the Resource Guide)

## ADDITIONAL DOCUMENTS CONTINUED

### SUPPORTING DOCUMENTS CONTINUED

<p><b>(Certificate of Liability Insurance)</b> If the event is partially or fully contained on City property or City rights-of-way, a Certificate must be submitted at least 30 days before your event start date. The certificate must list the City of Salina, P.O. Box 736, Salina, KS 67402-0736 as certificate holder and additional insured. (See <a href="#">Section F</a> of the Resource Guide)</p>
<p><b>(Electrical or Mechanical)</b> If your event includes but is not limited to temporary electrical service, wired lighting, heating or cooling units, the submittal of a separate permit by a licensed electrical or mechanical contractor is required at least 15 days before your event start date. (See <a href="#">Section J</a> of the Resource Guide)</p> <p><b>(Inspections)</b> All required inspections for tent setup, electrical, mechanical fire, etc. must be scheduled at least 5 days before your event start date.</p>
<p><b>(Emergency Management Plan)</b> For events with 251 or more attendees (Advanced-Level 2, 3, 4, &amp; 5) to help ensure the safety of your participants in case of weather and non-weather-related emergencies, an emergency management plan must be submitted at least 30 days before your event start date. (See <a href="#">Section K</a> of the Resource Guide)</p>
<p><b>(Fireworks/Pyrotechnics)</b> If your event will involve fireworks, a separate fireworks permit must be submitted through the Salina Fire Department Prevention Office. Approval of fireworks/pyrotechnics permit does not guarantee approval of the special event permit. (See <a href="#">Section O</a> of the Resource Guide)</p>
<p><b>(Food &amp; Beverages)</b> If food or beverages will be served or sold, copies of State license as well as the name, phone number and email of each food vendor must be submitted at least 15 days before the event start date. Note: All food trucks, trailers and carts must be inspected by the Salina Fire Department once in a calendar year. (See <a href="#">Section P</a> of the Resource Guide)</p>
<p><b>(Live Animals)</b> All animal types (aside from certified service animals) must be identified and included in your permit application. There may be slightly different rules for horses in parades and horsedrawn carriages. (See <a href="#">Section BB</a> of the Resource Guide)</p>
<p><b>(Restrooms)</b> Name and Phone Number of Private Restroom Provider. If your event does not have access to public restroom facilities, you are required to provide portable restrooms to accommodate your event attendees.</p>
<p><b>(Security Plan &amp; Private Security)</b> If your event will have private security, the name of the provider will need to be included in the permit. (See <a href="#">Section V</a> of the Resource Guide)</p>
<p><b>(Severe Weather Plan)</b> A plan is required for all events but is included in the emergency management plan for events with 251 or more attendees. (See <a href="#">Section W</a> of the Resource Guide)</p>
<p><b>(Street Closures)</b> All streets and points of closure included in your request must be clearly marked on your site plan or event route map. (See <a href="#">Section Y</a> of the Resource Guide)</p>
<p><b>(Tents/Canopy)</b> If your event will involve a tent or tents, the dimensions of the tent/canopy as well as the anchoring method will need to be entered as part of the permit questions. A photo of the permanent fire-resistance rating label from the tent must be uploaded for each tent listed. If the installation instructions for the tent/canopy are available, uploading a copy in the permit can be helpful for staff. (See <a href="#">Section Z</a> of the Resource Guide)</p>



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