

Guide to Submitting a Special Event Permit Application

1. Fill out the Special Event Permit Application as thoroughly as possible.
2. Create a site plan showing where tents, tables, food service areas, extra trash cans, barricades, etc. will be located on the site.
3. If your event is taking place on City property, request a Certificate of Liability Insurance from your Insurance Agent naming the City of Salina as additional insured. The amounts are \$500,000 per occurrence and \$1,000,000 in the aggregate. Any questions regarding insurance should be directed to Nancy Schuessler in Risk Management at 785-309-5700.
4. Create a flyer or letter describing the event in detail.
5. Submit your Special Event Permit Application, Site Plan, Certificate of Liability Insurance, and flyer/letter to Cheryl Mermis in Room 206 of the City-County Building AT LEAST ONE MONTH BEFORE THE EVENT.

ADDITIONAL PERMITS:

If your event takes place in a park, you will need a park closure permit from the Parks & Recreation Department in Room 100 in the City-County Building. They can be reached at 785-309-5765.

If you are planning a parade or a walk / run / march that will close City streets, you will need a Parade Permit through the City Clerk's Office.

If you have any questions, please contact Cheryl Mermis in the City Clerk's Office. (Room 206)

Email: cityclerkoffice@salina.org or cheryl.mermis@salina.org

Phone: 785-309-5735 Fax: 785-309-5738



Special Event Permit Application

1. Event Name: _____

2. Event Date(s): _____
Alternate date(s): _____

3. Organization/Entity providing Insurance: _____
Street Address: _____
City/State/Zip _____

First Contact Person: _____
Work Phone: (____)____-____ Home Phone: (____)____-____
Fax : (____)____-____ Pager: (____)____-____
E-mail: _____

Second Contact Person: _____
Work Phone: (____)____-____ Home Phone: (____)____-____
Fax : (____)____-____ Pager: (____)____-____
E-mail: _____

Promoter, if different from Organization: _____
Promoter Contact: _____
Promoter Phone: (____)____-____ Fax: (____)____-____ E-mail: _____

4. Describe the purpose of the event: _____

5. Please attach a letter providing a brief description of the event _____

6. Is this a first time event in Salina? _____ If no, when was the prior event held? _____
Please list any variations from the previous year: _____

7. Event Location: Park _____ Street _____ Park and Street _____ Parking Lot _____
Other Location, please describe: _____

8. Name of Park and/or Street(s): _____

Location within Park and / or Street Address: _____
(Attach map)

9. Event Type: (**check all that apply**) Carnival___ Circus ___ Tent show___ Concert___
Filming___ Parade___ Fireworks___ Run/Walk___ Festival___ Sporting Event___
Fundraiser___ Other___
(explain) _____

10. Event Operation Schedule (specify day, date and times):

Indicate **S** for set up, **E** for event day, **T** for tear down.

If more room is needed, list on a separate sheet of paper.

11. Estimated attendance per day: _____

12. Is this a charity event? Yes ___ No ___

If yes, please list name of organizations, contact name, address and phone number for each organization:

Organization / Contact / Name / Address / Phone Number / E-mail Address

13. Will this event be open to the public _____ or invitation only _____

14. Will admission be charged? Yes ___ No ___

15. Will donations be taken? Yes ___ No ___

16. List all the streets you propose to close:

Street (indicate cross streets) Closing Date and Time / Opening Date and Time

example: 10th Street (Iron to Walnut) 12/14/07 at 10:00 am 12/14/07 at 9:00 pm

(If more room is needed, list on a separate sheet of paper and attach with a street map to the application.)

17. Will Food be served ___ and/or prepared ___ at your event?

How many food vendors do you anticipate having _____

How will food be prepared: LP gas ___ Charcoal ___ Elec ___ Grill ___

Will any vendors be serving potentially hazardous food such as but not limited to: meat, poultry, fish, dairy, pasta, eggs or potato salad? Yes ___ No ___

If yes, how many vendors? _____

Hours of operation for food vendors: _____

Please list type of food each vendor will be serving:

(Attach additional sheets if necessary)

18. Will alcoholic beverages be available at your event? Yes ___ No ___

If so, please answer all of the following:

a) What type of alcoholic beverages will be available:

Beer ___ Wine ___ Spirituous Liquor ___

- b) Will alcoholic beverages be sold by the drink____ or given away_____
- c) Note what days, dates and times alcoholic beverages will be available:

d) Temporary permit from Alcohol Beverage Control? Yes____ No____

If alcohol beverages are to be served, permission may need to be obtained from the Kansas Alcohol Beverage Control Agency. Please attach a copy of the approval letter from the Kansas Alcohol Beverage Control Agency.

19. Will there be any live entertainment or music at your event? Yes___ No___

If so, please answer all of the following:

a) Will stages be built or brought in? Yes___ No___ If yes, how many _____

b) Will amplified sound equipment be used? Yes___ No___

c) What time will the performances take place each day: Date / Start Time / Finish Time: _____

20. Will there be any activities not listed that may produce noise that might disturb surrounding residents and businesses? If so, please describe_____

21. Will additional electrical wiring be installed for your event? Yes___ No___

22. Will you be using generators____ and/or utility power_____

23. Will tents be erected for your event? Yes___ No___ If so, how many _____

24. Will you require access to water? Yes___ No___

25. Will your event require restroom facilities? Yes___ No___

If so, what arrangement will be made: _____

26. Have you arranged for security at your event? Yes___ No___

If so, who will be providing security: _____

27. Any fencing required? Yes___ No___

28. Any extra trash cans, barricades or bleachers being requested? Yes___ No___

If yes, please attach a plan or map indicating where the barricades and/or bleachers are being requested.

29. Describe your plans for Emergency Medical Services: _____

30. Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event: _____

Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible to obtain all additional permits/licenses/insurance certificates required prior to the issuance of this permit.

Applicant must check and agree to abide by the following conditions to obtain this permit:

CLEAN UP: Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred (**bond or cash security may be required if attendance exceeds 1,000 persons**).

INSURANCE: Applicant agrees to provide a certificate of general liability insurance in the amount of **\$500,000 per occurrence, \$1,000,000 aggregate**, endorsing the City of Salina as an additional insured. Different insurance limits may be required by the City's Risk Manager, depending on the nature of the event. The organization name on the first page of the application must match the name of the entity providing the insurance.

INDEMNITY: Event sponsor shall indemnify, defend and hold harmless the City, its officers, officials, employees and agents from and against any liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the events conducted hereunder, including, but not limited to, injuries or damages caused to participants, officials, and spectators, or damage to any property, or its failure to comply with any of its obligations contained in the application or this permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

CITY CODES/PERMITS: Applicant has received and read a copy of **Section 25-132 of the City Code pertaining to Disturbing the Peace**. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager determines necessary.

CONDUCT/NUISANCES: Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

PARADE SAFETY: If your event includes a parade, please be aware that due to safety concerns - no candy or other items may be thrown from floats or vehicles. These items may be handed out by parade participants walking the route.

This application will not be processed unless a site map is included. Indicate location of tents, stages, portable rest rooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Also indicate where streets will be blocked and how (fencing, barricades, stages, tents, etc.). **The Department of Public Works and Police Department** must be informed of any changes to the information provided in this document or to the site map.

Applicant Signature

Date

City of Salina Approval:

City Clerk Signature

Date

Return the completed application to City of Salina at 300 W. Ash, Room 206, Salina, KS 67401. If you have any questions regarding filling out the application, contact at (785) 309-5735.

Sec. 25-132. Disturbing the peace.

(a) It shall be unlawful for any person to make, continue, maintain or cause to be made or continued any excessive, unnecessary, unreasonable or unusually loud noise that is plainly audible across a property line or from a distance of fifty (50) feet from the source of the noise, which either annoys or disturbs a person of normal sensitivities, or injures or endangers the comfort, repose, health, peace or safety of others within the city. For purposes of this section, a property line is defined as an imaginary line drawn through the points of contact of adjoining lands, apartments, condominiums, townhouses and duplexes owned, rented or leased by different persons, a demarcation or a line of separate [separation] of properties, and also, for any two (2) or more buildings sharing common grounds, the line drawn midway between any two (2) such buildings. All areas devoted to public right-of-way shall be deemed to be across the property line. For the purpose of this definition, the property line includes all points on a plane formed by projecting the property line in a manner deemed appropriate by the enforcing police officer.

⁵ **Cross references:** Nuisances, Ch. 24; intoxication and disorderly conduct, § 5-75.

(b) It shall be unlawful for any person to use, operate or permit the use or operation of any electronic device, radio receiving set, television, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such a manner that is plainly audible across a property line or from a distance of fifty (50) feet from the source of the noise, which either annoys or disturbs a person of normal sensitivities, or injures or endangers the comfort, repose, health, peace or safety of neighboring inhabitants. Neighboring inhabitants shall include persons living within or occupying residential districts of single or multifamily dwellings and shall include areas where multiple-unit dwellings and high-density residential districts are located.

(c) No person shall congregate with other persons, participate in, or be in any part or gathering of people from which sound emanates of a sufficient volume that is plainly audible from a distance of fifty (50) feet, so as to annoy or disturb persons of normal sensitivities, or injure or endanger the comfort, repose, health, peace or safety of persons residing in any residential area. No person shall visit or remain within any residential dwelling unit or within the vicinity of a residential dwelling unit wherein such gathering of people is taking place except persons who have gone there for the sole purpose of abating such disturbance. A police officer may order all persons present in any group or gathering from which said sound emanates, other than the owner or tenants of the dwelling unit, to immediately disperse in lieu of being charged under this section. Owners or tenants of the dwelling unit shall immediately abate the disturbance and, failing to do so, shall be in violation of this section.

(d) Electronically amplified sounds authorized by city permit, emanating from band concerts, block parties or other performances or similar activities publicly or privately sponsored and presented in any public space outdoors, shall not be in violation of this section, provided that the sponsor of the activity immediately complies when directed by any police officer or other authorized city official to decrease or discontinue the electronic amplification when, in the official's determination, the noise levels created are unreasonable and injure or endanger the comfort, repose, health, peace or safety of others within the city.

(e) It shall be unlawful for any person, while operating, driving, or parking a motor vehicle, to use or operate any electronic device, radio, television, tape player, compact disc player or other device for the producing or reproducing of sound in such a manner that it disturbs the peace, quiet and comfort of persons in the vicinity of the motor vehicle. Unless a person is operating under a loud speaker permit issued pursuant to section 3-5 of the Salina Code, it shall be a violation of this section if the sound emanating from the electronic device, radio, television, tape player, compact disc player or other device for producing or reproducing sound in or on the motor vehicle is clearly audible from a distance of fifty (50) feet.

(f) Statement of intent. No provision of this section shall be construed to limit or abridge the rights of any person to peacefully assemble and express opinions. It is the purpose of this section to protect individuals from unreasonable intrusions caused by excessive, unnecessary, unreasonable or unusually loud noises.

(Ord. No. 91-9475, § 1, 11-18-91; Ord. No. 01-10039, § 1, 6-18-01)

Special Event Use of City-owned Public Parking Lots

City-owned public parking lots provide safe and convenient public access to downtown businesses and public facilities. Use of city-owned public parking lots for special events that attract visitors to the downtown, promote downtown commerce, provide additional entertainment options, and enhance non-peak-hour utilization of city-owned public parking lots is encouraged when the special event use does not adversely impact needed public parking capacity, significantly impair access to downtown businesses, unfairly disadvantage competing permanent downtown businesses, or substantially conflict with the interests of downtown residents.

No person shall use a city-owned public parking lot for any use other than parking except pursuant to a city-owned public parking lot special event permit issued pursuant to this article.

The city manager is authorized to adopt administrative regulations governing both (a) the administrative issuance of city-owned public parking lot special event permits and (b) the conduct of permitted special events in city-owned public parking lots, consistent with the policy considerations outlined in Salina Code Section 35-256.2 and the following guidelines:

(a) Nature of special event

- (1) The applicant must demonstrate that the special event is intended to attract visitors to the downtown, promote commerce in the downtown, provide additional entertainment options, or promote tourism;
- (2) Products offered for sale shall be limited to either new or reconditioned items or crafts;
- (3) The applicant may charge an admission fee for the special event; however, the admission fee and the extent to which the applicant intends to place temporary barriers marking the event boundaries are factors to be evaluated in determining the suitability of scheduling and location of the proposed event;

(b) Location

- (1) The applicant must demonstrate that private parking lot options are either unavailable or unsuitable for the proposed special event;
- (2) The proposed special event must be permitted by and meet any applicable requirements of the zoning code;
- (3) The city-owned public parking lots on either side of the 100 block of South Seventh Street and the east side of the 100 block of South Fifth Street shall be considered the preferred locations for special events (**see attached map**);
- (4) Proposed utilization of a downtown plaza adjoining a city-owned public parking lot in conjunction with a special event permit application may be considered, subject to the Salina Downtown, Inc. administrative review and scheduling process for utilization of downtown plazas; plazas are to be utilized primarily for entertainment events and secondarily for retail sales events;

(c) Scheduling and use limitations

- (1) Special event scheduling should take into consideration all other scheduled events impacting parking needs in the downtown area based upon consultation with Salina Downtown, Inc.;
- (2) Special events shall not be scheduled to operate between the hours of 8:00 a.m. and 5:00 p.m. on Monday through Friday. Evening hours of operation shall be no later than 10:00 p.m.;
- (3) Permitted special event use of a city-owned public parking lot shall not allow use of or interference with the public use of adjoining rights-of-way;
- (4) Special events shall not significantly impair downtown business access, needed public parking, or residential parking;

(d) Requirements of the applicant

- (1) The applicant must provide portable restroom facilities necessary to accommodate the anticipated special event attendance;
- (2) The applicant must meet any ancillary requirements relating to the health, safety, and convenience of persons affected by the special event;
- (3) The applicant must reimburse the city for any direct labor costs and direct out-of-pocket costs to the city associated with the special event;
- (4) The applicant must demonstrate consideration for and the capability to fulfill its responsibility for posting the permitted parking lot at a reasonable time prior to the special event and assuring access to parking for downtown residents affected by the special event;
- (5) The applicant must provide proof of liability insurance coverage with limits determined by the city to be suitable for the special event;
- (6) The applicant must demonstrate the intent and capacity for accurate collection and reporting of all applicable sales tax;
- (7) The applicant shall be responsible for clean-up and full restoration of the parking lot for its ordinary use immediately following the scheduled completion of the special event and shall be responsible for the cost of any clean-up or repair cost incurred by the city resulting from the special event.

(e) Application process

- (1) The applicant must timely submit a complete application on a form provided by the city, including a detailed site plan for the proposed special event;
- (2) Review of the application shall be subject to the city-wide special event review process and any other city review processes unique to the nature of the special event;
- (3) Consideration of the application shall be coordinated with Salina Downtown, Inc.
- (4) Administrative denial of an application shall be subject to timely appeal by the applicant and review by the city manager. A denial upheld by the city manager shall be subject to timely appeal to the governing body.

Application fee and deposit. An applicant for a city-owned public parking lot special event permit shall pay to the city clerk at the time of filing the application a non-refundable application fee in an amount determined pursuant to section 2-2. As a precondition of issuance of a permit, the applicant shall pay a deposit in the combined amount necessary to (a) reimburse the city for the estimated amount of any anticipated direct labor costs and direct out-of-pocket costs to the city associated with the special event plus (b) an amount to be applied to any post-event clean-up costs if the applicant fails to timely complete the work and the cost of any damage to city property resulting from the special event. Any unutilized portion of the deposit shall be reimbursed to the applicant following completion of the special event.

If at any time during your process of planning a special event that would utilize a City-owned parking lot, you have questions, feel free to contact the City Clerk's Office. We will do our best to assist you in planning your event.

City Clerk's Office

(785) 309-5735

cityclerkoffice@salina.org

Ordinance Number 17-10876
Special Event Use of City-Owned Parking Lots
Map Date: March 9, 2017

