# 2024 Salida Special Events processes and procedures

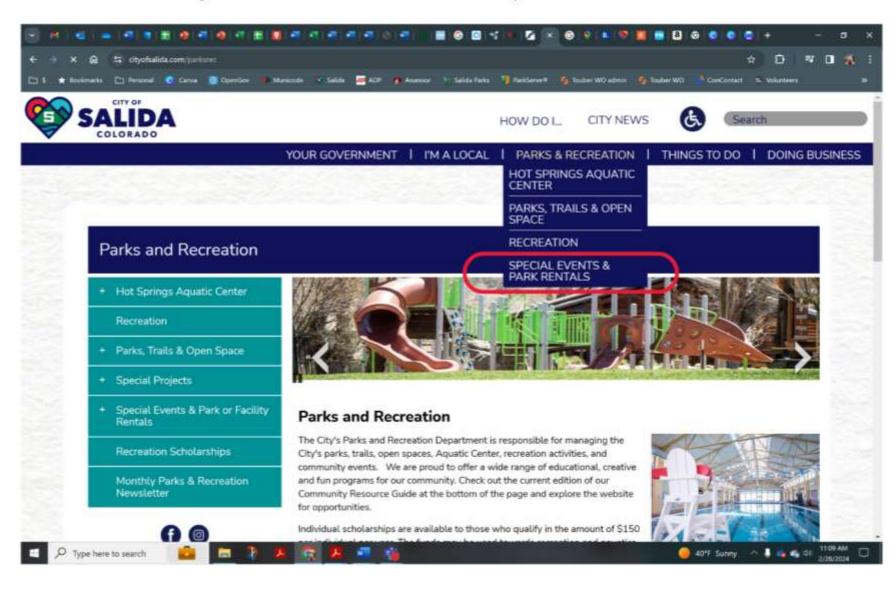
New procedures for community organizers, staff, and Council





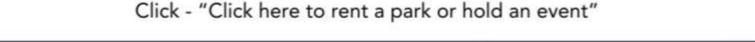
Organizer wants to hold an event

Go to the City website - Parks and Recreation - Special Events and Park Rentals





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- + Parks, Traits & Open Space
- + Special Projects

 Special Events & Park or Facility Rentals

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Recreation Scholarships

Monthly Parks & Recreation Newsletter



### Salida Special Events and Park or Facility Rentals

Salida is host to many annual events. For a complete list of local events, check out the calendars maintained by the Salida Chamber of Commerce or the Chaffee County Visitor Bureau. The SteamPlant Event Center holds frequent visual and/or performing arts events and several of our local cafes and bars often feature live music. Whether you call Salida home or are visiting the area we hope you enjoy these and other local events.



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If you are interested in holding an event in Salida please click on the "How to rent a park or hold an event" page.

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## CONTACT INFORMATION

Type here to search

Salida Hot Springs Aquatic Center 410 W. Rainbow Blvd Salida, CO 81201 Phone: 719-539-6738 Email: hotsprings@cityofsalida.com

#### Click here to rent a park or hold an even

#### Annual Salida Events

#### FIBArk Whitewater Festival

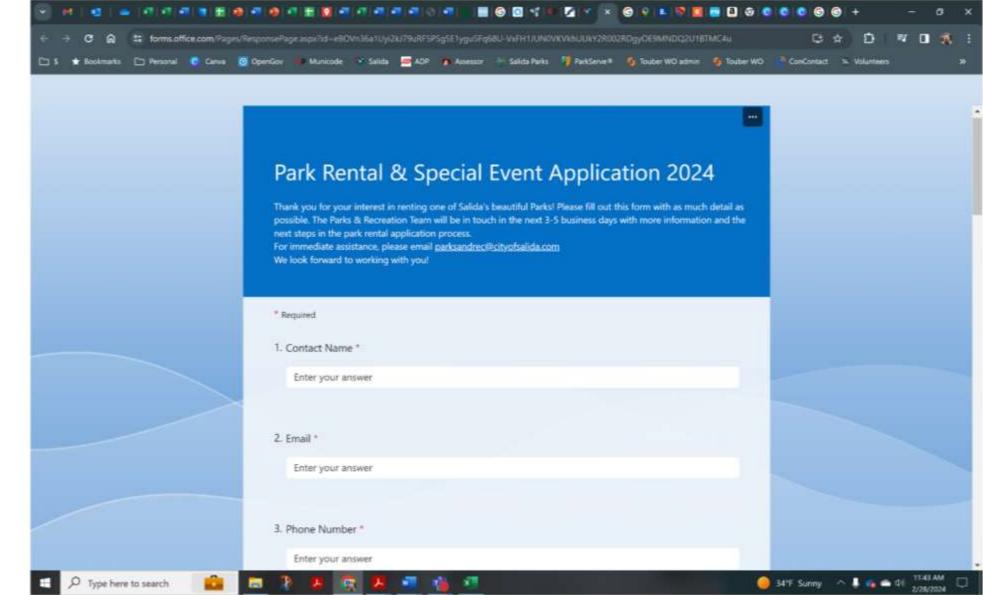
FIBArk is the nation's oldest whitewater festival and Salida's signature event. Since 1949, every June during the Spring snow runoff, Salida has hosted FIBArk, "First in Boating on the Arkansas." This event is held over the Father's Day weekend in June.

Located in Salida's historic downtown, Riverside Park is the center of FIBArk activity and entertainment. Food, arts and crafts, and industry vendors are available, as well as a beer tent, a carnival, and a state-of-the art amphitheater for extraordinary musical line-up.

FIBArk is presented each year as a non-profit, community event made possible only by the generosity of hundreds of volunteers and sponsors. To become a sponsor of this outdoor festival, please contact the FIBArk Board of Directors by e-mail fibark@gmail.com.







## Application link



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# 17 step application, review, and approval process

Organizer	Special event coordinator	Clerk	P&R admin	Parks Staff	PW staff	Public safety staff	County Public health	City Administrator	State liquor board	City Council
Organizer (EO) s Special Events										
	2. Staff Special Event Coordinator (SSEC) reviews application									
	<ol> <li>SSEC contacts EO, provides follow up instructions for required applications, park fees, service requests</li> </ol>									
pletes and submits opplications to SECC										
	<ol> <li>SECC creates invoice for park deposit and fees using Smart Rec/Amilia software</li> </ol>									
	6. SECC processes or forwards applications to appropriate department (Sound permit, Street Closure, Liquor permits to Deputy Clerk's (DC) Office							6a. Sound permit - City Administrator		
	6b. Food permits to County Public Health Department						6bi. PH confirms food license, safe practices			
s all fees to appropriate ints	7a. Multi vendor, liquor fee to Clerk's office		7c. Park deposit and fees to Parks & Rec Amilia/SmartRec				7b. Food vendor fee to County Public Health			
	8. SECC reserves date in calendar, notes service requests									
	9. SECC follows up with EO regarding outstanding applications									
	10. SECC schedules EO for Special Event Meeting Committee presentation									
ds Special Event		11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting		
	11a. SECC confirms Parks services, additional support needed 11b. SECC identifies items for Council approval such as permits or special resolutions									
	12. SECC communcates date of consent agenda to EO									
		13. Clerk runs Council meeting with event approvals								13. Event present in the Consent Agenda - Cover sh



Solo and a solo	SPECIAL EVENT MEMO	
SPECIAL EVENT	PRESENTED BY Parks & Recreation	DATE
ITEM: Consent Agenda Council Action – Approve the Consent agend Event Date(s): Location: Event Mission Statement:	Check all that apply: Amplified Sound Liquor License Vendor(s) Street Closure Code Violation	
Department Approvals		
Parks & Recreation Comments:		
Signature:	Date:	
Public Works Comments:		
Signature:	Date:	
Arts & Culture Comments:		
Signature:	Date:	
Police Comments:		
Signature	Date:	
Fire		
Manager and a second	5.28+895	
	Date:	
Chaffee County Public Health Comments:		
Comments:	Date:	
Comments:Signature:Administration	Date:	
Comments:Signature:Sig	E. 2	
Comments:	Date:	

2024 Special Events Consent Agenda Cover Sheet

