Parks & Recreation Department

300 W. Ash, Rm. #100
Salina, KS 67401 (785) 309-5765 / FAX (785) 309-5769

Date(s) of Event: _____
Deposit Pd/Date: _____

Copies To:
Park Dept. _____
Police Dept. _____

EAST CRAWFORD RUNWAY USE PERMIT

SPONSOR/ORGANIZATION MAKING REQUEST:

Type of Event:		Estimated number of people expected: _____	
Contact Person:		Phone: h_____ W_____	
Address:			
Set-Up Date(s) and Time:		Event Date(s) and Time:	
Tear-Down Date(s) and Time:		Describe Exact Area Needed:	

Will a Participation Fee be Charged: Yes: _____ No: _____ Amount: $

Will a Spectator Donation/Admission Fee Be Charged: Yes: _____ No: _____ Amount: $

Security: Yes: _____ No: _____ Provided By:

Vendors: Yes: _____ No: _____ Type of Merchandise:

Electricity Needed: Yes: _____ No: _____ Fencing Needed Across Runway: Yes: _____ No: _____

Bleachers Needed: Yes: _____ Number: _____ No: _____ Extra Trash Cans: Yes: _____ No: _____

Location of Bleachers:

Will barricades be needed to block access ways from Markley Road to Runway? Yes: _____ No: _____

Special requests for Runway area:

A $100.00 deposit is required for each event. For-profit events will be charged set-up, tear-down, and event fees. Direct costs incurred by the City for labor/equipment to provide barricades, bleachers, trash cans, etc., may be charged. Additional fees may be charged for extra clean-up, turf damage, etc., incurred by the City.

Insurance Certificate Required: A Certificate of Liability Insurance is required for events held at the ECRA Runway site. Requirements include: (1) certificate of insurance acceptable to the City at least thirty (30) days prior to event; (2) no less than $500,000 general liability coverage; and (3) must list City of Salina as additional insured. The event sponsor agrees to indemnify and save harmless the City, its officials, agents, servants, officers, directors, and employees from and against all claims, expenses, demands, judgements and causes of action for personal injury or death or damage to property where, and to the extent that, such claims, expenses, demands judgement or causes of action arise from the sponsor's negligent acts.

Conditions of Permit: Authorized City officials may determine inappropriate or noise levels that may disrupt other park use or residential areas and have the authority to discontinue the event. The City of Salina has the discretion to require paid staff to monitor activities during any event. If so required, the sponsoring organization shall be charged a fee to reimburse the City for costs incurred during that time. I understand this event is subject to all codes of the City of Salina and Parks & Recreation rules and regulations and that I agree to all conditions and information stated in this permit. Failure to comply may result in revocation of Runway Use Permit.

Signature: Date: _____

Special Requirements/stipulations:

Approved by Steve Snyder
Director, Parks & Recreation Dept. Date: _____

CHARGES		Amount
Profit/Non-Profit Event: $100.00 deposit		
Profit/Non-Profit Event: Costs incurred by the City, such as labor/equipment to provide barricades, bleachers, trash cans, etc.		
Profit/Non-Profit Event: Costs incurred by the City, such as additional clean-up, turf damage, etc.		
Profit Event:	$100.00/day set-up fee x _____ (# of days):	
Profit Event:	$150.00/day event fee x _____ (# of days):	
Profit Event:	$100.00/day tear-down fee x _____ (# of days):	
TOTAL CHARGES OWED:		