

Costs

Permit costs vary, depending on what type of permit is needed, who is applying (for profit or nonprofit) and whether the event includes alcohol or not. For all events, festivals or special occasions, a permit application fee is required.

2011 Park Rest Days & Black-out Dates

Denver Parks and Recreation has blackout dates at our Festival Parks throughout the year.

Washington Park:

April 30; May 1; June 4,5; July 1-4; Aug 6,7; Sept 3-5

Washington Park Boathouse:

Closed for 2011

City Park:

Jan 8,9,24,31; Feb 6,14,27; April 17; Aug 28;
Sept 18,26; Oct 12,30 & 31; Nov 6,12,13; Dec 5

Civic Center Park:

Priority event dates reserved. Other events will be considered by staff based upon the area in the park, expected attendance and park conditions or projects.

Cheesman Park:

May 1; June 5; July 3; Aug 7; Sept 4

Cheesman Pavilion:

Closed until Sept 1

Event Facilities

In addition to our event parks, Denver Parks and Recreation offers four event facilities available for private events from 35 to 350 people. Please contact our Event Coordinator at 720-913-0766 or visit the Web site www.denvergov.org/meetingfacilities for more information.

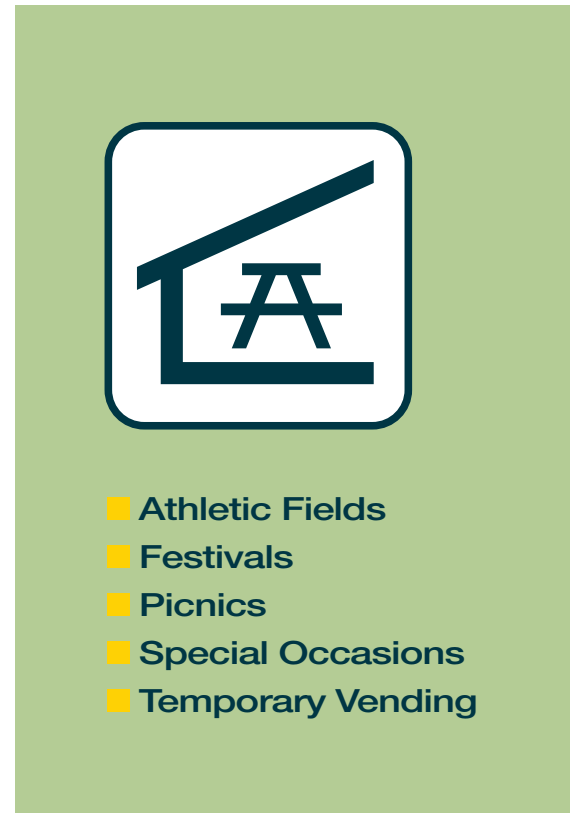
- Chief Hosa Lodge
- City Park Pavilion
- Montclair Civic Building
- Washington Park Boathouse
- Pavilion at Central Park



Denver Parks + Recreation Facility Use Permit Office

201 W. Colfax Ave., Dept. 108 (2nd Floor)
Denver, CO 80202
email: park.permits@denvergov.org
phone: 720.913.0700 fax: 720.913.0778
www.denvergov.org/permits

Office Hours: Monday-Friday
8:00 a.m. to 5:00 p.m.



Denver Parks + Recreation
Facility Use Permit Office
201 W Colfax Ave, Dept 108 (2nd Floor)
Denver, CO 80202
Dial 311 for City Services

Event Information

The **City and County of Denver** boasts hundreds of public events each year, which host hundreds of thousands of Denver residents and visitors. These events require extensive planning and coordination for which the City and County of Denver provides numerous resources to assist event coordinators. Listed below are some of the most important resources.

Resources

2011 Denver Special Event Guide

The Denver Special Events Guide is provided as a resource to Denver's event coordinators with current information about permitting, planning and producing events. The 2011 Denver Event Guide will be available in January 2011 to download and review at www.denvergov.org/specialevents. This guide provides all information on city requirements for special events.

Public Calendar

The event calendar provides an overview of Denver's public permitted events that take place in Denver's parks and all street events, including runs, races and parades. This resource can be used to plan your event and to use as an informational resource to notify residents, businesses and other organizations about your event. Note: The Event Calendar is for providing public permitted events information and not to be viewed as a marketing tool. www.denvergov.org/specialeventinformation

2011 Event Information Form

All events need to fill out and submit this form as soon as the 2011 event information is available. This 2011 information will be used on the event calendar and as correspondence with updated contacts. The form is available on www.denvergov.org/specialevents.

Services

The Facility Use Permit Office of Denver Parks and Recreation can assist with information, park guidelines and planning for festivals, events, race/walks, weddings and family gatherings.

The staff can also act as a resource for other permits that may be needed and help direct users to the right office.

This brochure should serve as an overview of permits needed for Denver parks. Additional information is available at the Facility Use Permit Office, located on the second floor of the Wellington E. Webb Municipal Office Building.

■ Type of Permit

■ Festivals

The Denver Department of Parks and Recreation offers over 40 park sites for a variety of uses that include: Community Festivals, Arts & Cultural Events, Concerts, Races and Walks, Promotional functions, Outreach and other large-scale public uses. We also provide the option of renting (on a first-come, first-served basis) a mobile performance stage, show wagon, generator, and PA system for your event. Denver Parks and Recreation requires that all events intended for public participation in our parks be properly permitted. **Applications must be submitted in person!**

■ Special Occasions

A Special Occasion Permit is issued for a private gathering at one of five locations in four metro area parks. Site capacities range from 25 to 350 people. Serving beer, wine and champagne is allowed if an Alcohol Agreement is completed and signed. Special Occasion permits require insurance and may require trash and/or sanolet agreements. **Applications must be submitted in person!**

■ Athletic Fields

The Denver Department of Parks and Recreation offers more than 100 athletic fields for a wide variety of uses including: lacrosse, rugby, tennis, baseball, softball, soccer, football, ultimate frisbee, kickball, and more. Twenty two of our Major Softball Fields have lights, bleachers and press boxes. **Applications must be submitted in person!**

■ Picnics

A Picnic Permit is issued for a private gathering at one of 60 metro area or 11 Denver Mountain Park designated picnic sites. Site capacities vary from 25 to 300 people. A Picnic permit is required for groups over 25 people and reserves the site for the permit holder's exclusive use. **Applications must be submitted in person!**

■ Temporary Vending

The Temporary Vending Permit provides licensed vendors the opportunity to sell food and non-alcoholic beverages at designated sites approved by the City and County of Denver. Only stationary, non-mobilized food vending carts are permitted. Non-permitted vendors with mobile vending units are not allowed within 300 feet of a City and County of Denver Park. All vending carts must be certified by the Environmental Health Department. See applicable Rules and Regulations. **Applications must be submitted in person!**

■ Locations

- City Park
- Civic Center Park
- Confluence Park
- Skyline Park
- Sloan's Lake Park
- Central Park (Stapleton)

*Sculpture Park maybe permitted by contacting Theaters and Arenas

- Centennial Gardens
- Cheesman Pavilion
- City Park (Flower Garden, Pavilion & Meadow)
- Confluence Park
- Skyline Park (South, Middle & North)
- Stapleton Central Park
- Washington Park Boathouse Flower Gardens

Athletic Fields are located throughout the city.

A complete list can be obtained in the permit office or on the web site at www.denvergov.org/permits

Dozens throughout the city. A complete list can be found at the Permitting Office or online at www.denvergov.org/permits.

There are temporary vending locations located throughout the park system, including Lowry, Washington Park and Confluence Park. In addition to the identified sites (a complete list can be obtained in the permit office or online at www.denvergov.org/permits), other sites are considered on a case-by-case basis.

■ Application Procedures

Festivals/Events applying in November, 2010 for events starting in January of 2011, will be required to pay the park/stage permit invoice amount by January 5, 2011. Other events will need to pay one month before event date.

The festival/event application approval is based on the date and time the application is received, park and/or facility availability, event logistics and the type of event. The application will be reviewed for approval by permit and park staff.

Confirmation of approved applications will be sent by the Facility Use Permit Office through e-mail confirming the date and location of the reservation. The confirmation notice will also include an invoice and a list of other requirements related to the permit. After receipt of the confirmation package, it is the applicant or event organizer's responsibility to meet all of the specific deadline dates. The event organizer will receive a notice of cancellation if the deadlines are not met.

All applications will be handled on a first-come, first-served basis. Applications are accepted beginning the first business day of November to reserve dates for the upcoming year. All Special Occasion Permit applications must be submitted in person at our permitting office. Special Occasion Permit applications and all applicable documents must be submitted at least 30 days prior to the requested date. Depending on the nature of the activity, these documents may include an Alcohol Agreement, Insurance Agreement, Trash Agreement and Sanolet Agreement.

After the application closing date of each season or at anytime during the season applications will be reviewed and scheduling conflicts identified. **(Applications accepted after the closing date will be placed on a waiting list. If the requested field is available after all other requests are resolved, permits will be issued based on the order in which they were received.)** Scheduling conflicts will be e-mailed to applicants with a *Conflict Resolution Meeting* date and time. The e-mail will be sent out approximately two weeks before the scheduled *ADR Meeting*. Applicants are encouraged to resolve scheduling conflicts among themselves prior to the meeting. When a scheduling conflict has been resolved in this manner, both parties must fax the signed *Revised Field Schedule Application* to the Facility Use Permit Office. Faxes will be accepted until 12pm the day before the *ADR Meeting*.

All applications will be handled on a first-come, first-served basis. Permit applications will be accepted in person at our permitting office beginning the second Wednesday of February. Starting the first business day of March, in addition to accepting applications in person at our permitting office, we will also accept applications by mail, fax or email. All applications not submitted in person must be received by the permitting office at least 10 business days prior to the requested date and must include a complete application form and method of payment.

Applications are accepted the first business of February. All applications will be handled on a first-come, first-served basis. Priority is given to prior year vendors.

Following Documents are required:

- Completed Temporary Vending Permit Application
- Proof of General Liability Insurance with a minimum coverage of \$1,000,000 listing the City and County of Denver, its Officers, Officials, and Employees as additionally insured
- Business License and Sales License
- Proof of vehicle insurance if utilizing motorized transportation
- Letter from Commissary
- Menu with prices
- Photograph of cart or vehicle

■ Payment Procedures

- For those applying for event/stage permits throughout the year, please note the deadlines on the invoice for the event/stage permit. Rental fees will be due 8 weeks prior to your event date.
- Permit required documents and Damage deposit payments are due 8 weeks prior to the date of the event. This amount is listed with the event requirements information.
- Applications for events/festivals that are submitted 30 days prior to their event date will be required to pay any rental and damages deposit fees at time of application. All required documents would be due within one month of time of application.
- The Facility Use Permit Office accepts the following methods of payment: Cash, Visa/Mastercard, Check or Money Order, made payable to Manager of Finance.
- There are no refunds issued for cancelled events or stage rentals.

Payment can be made by cash, check, money order, Visa, or Mastercard.

Payment and all applicable documents must be complete and submitted at least 30 days prior to the permit date.

The Facility Use Permit Office accepts Cash, Visa/Mastercard, Check and Money Order, made payable to Manager of Finance. Payment in full (no partial payments are accepted) must be received on or before the due date. Failure to pay by the due date will result in cancellation of field permit(s). Once permit fees are received, permittees will receive a tentative copy of the permit for the first two weeks of the season. During this 2 week period permittees are required to submit rosters to the permitting office for all teams, game schedules, and the required insurance certificate. A final permit will be issued after this information is received.

Payment can be made by cash, check, money order, Visa, or Mastercard. Permit changes for date, park or site will be charged \$10 per permit change.

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