



Denver Parks + Recreation

Facility Use Permit Application

(application must be submitted in person 30 days prior to event)

Type of Permit

Please check the appropriate box for the type of permit in which you are interested:

- Festival/Event (public function)
 Special Occasion (private function serving wine/champagne)
 Commercial Video/Filming/Photography
 Admission Based Events
 Assembly (1st Amendment)

Does this organization have a non-profit 501(c)3 status? Yes No *(A copy of the IRS letter of determination or letter of registration or certificate from the Colorado Secretary of State must be submitted at time of application for permit fee discount and they must be the applicant.)*

Event and Contact Information

Instructions: Before completing this application, please carefully read the appropriate brochure for the function checked above.

Applicant Name: _____ E-mail Address: _____

Street Address: _____ Apt./Unit/Suite: _____

City: _____ State: _____ Zip: _____

Business/Home Phone: _____ Fax: _____ Mobile: _____

On-site Contact: _____ Phone: _____ Mobile: _____
(if different from applicant)

Name of Event: _____

Organization/sponsor affiliated with event: _____

Purpose of Event: _____ Number of Participants: _____

*Runs/Walks include start time of run/walk and course map _____

Name of Park: _____ Specific Location/Structure: _____

Set-up Date(s): _____ Time(s): _____

Event Date(s): _____ Time(s): _____

Breakdown Date(s): _____ Time(s): _____

Alcoholic Beverages

PLEASE REVIEW THE ALCOHOL POLICY.

The sale of alcoholic beverages is strictly prohibited except under special licensing and permitting rules for designated locations. (Check with the permitting office for sites permitted for alcohol sales and all applicable rules and regulations).

Does your function/event include the sale of alcohol? YES NO

Does your function include consumption of alcohol? YES NO

Event Features

Food and Beverages - Only approved and licensed vendors may sell or distribute food and beverages. Food vendors must contact Environmental Health for proper licensing and approval. Please describe the food and beverage service intended for sale/distribution.

Electricity (Only certain parks may have electricity) Yes What hours needed: _____

Amplified Sound (Sound System) - Amplified sound must comply with the rules and regulations for all park sites, including Denver Sound Ordinances. Please describe plans for amplified sound, including hours of sound, PA systems, microphone, speakers, amps, etc.

Entertainment - Please describe the type of entertainment (if any) to be featured at this event (bands, DJs, dancers, etc.).

Equipment (Tents, Canopies, Stages, Fences, Barricades, ...) - Parking or driving on park grass is strictly prohibited. Please describe equipment to be used, including dimensions of stages, platforms, canopies, booths, fences, barricades, scaffolding, and other structures. Please include detailed information about trucks, grills, etc. for consideration.

Vendors and Booths (non food & beverage) - All vendors must be approved and licensed. Please describe activities planned and identify types of vendors.

Trash Receptacles - A copy of the trash removal/service agreement is required. List estimated delivery times and dates.

Delivery Date: _____ Delivery Time: _____ Removal Date: _____ Removal Time: _____

Portable Toilets. A copy of the portable toilet service agreement is required. (One portable toilet required per 150 people.)

List estimated delivery times and dates.

Delivery Date: _____ Delivery Time: _____ Removal Date: _____ Removal Time: _____

Review of Park Rules

- **Park Permit:** Permit is required for any scheduled park activity of 25 or more attendees. Permit must be in the possession of the group while the site is in use. Permits are **non-refundable**. Denver Parks + Recreation reserves the right to restrict activities in any park at any given time. Any violations of policies, rules, regulations, or/and guidelines may result in immediate revocation of permit.
- **Prohibited Activities:** Includes, but not limited to: aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf (except on designated golf courses) horseback riding, hot air balloons, inflatable games, model boats & airplanes, moon walks, petting zoo, pony rides and searchlights. Weapons, including but not limited to items such as knives, firearms, bows and arrows, martial art weapons, are prohibited.
- **Attendee Conduct:** Permit holder is responsible for his/her actions and actions of gathering attendees.
- **Vehicular Access:** Motorized vehicle on any park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway, canal, creek pathway, turf/trail, or athletic field is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.
- **Roadway Gates;** Roadways and other areas that restrict vehicle usage or are secured by gates and/or steel posts may not be opened and used for event parking.
- **Disposal of Waste materials:** Trash must be properly disposed of in dumpsters or trash barrels. Ice may be placed in barrels or spread on hard surfaces. Due the potential damage to vegetation and the sewer system, hot coals must be properly disposed off-site. (Trash is not to be left in flowerbeds or on grass.)
- **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.

APPLICATION FEE:

\$25.00 application fee is required at time of reservation, per application for non-alcohol and \$35 for alcohol.

Application fee is non refundable. No application fee for Assembly park permits.

APPLICANT SIGNATURE (This application is not valid unless signed by applicant.)

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the event and to insure compliance with all policies, rules, regulations, and guidelines of Denver Parks + Recreation and other relevant procedures and laws. I understand that any violation may result in immediate cancellation of the reservation and/or revocation of the permit and/or payment on my part for any damages to the park or other City property resulting from such violation or failure to comply with the permit. I have received, read, and understand the General Parks + Recreation Rules and Regulations. I understand that the permit is non-transferable and non-refundable.

Applicant's Signature _____ **Date:** _____

Manager of Parks + Recreation Signature _____ **Date:** _____

Denver Parks + Recreation, Facility Use Permit Office

201 W. Colfax Ave, Dept. 108 (2nd Floor)

p. 720.913.0700 f. 720.913.0778

e-mail: park.permits@denvergov.org

www.denvergov.org/permitting

General Parks and Recreation Information

Park Permit: A permit is required for any scheduled park activity of 25 or more attendees. The permit must be in the possession of the group while the site is in use. Permits are non-transferable and non-refundable. Denver Parks and Recreation reserves the right to limit, change and/or revoke the venue of the user's permit.

1. **Usage Priority:** If a site has been permitted, the permit-holder has priority over other users. Contact the Park Superintendent's Office, whose telephone number is listed on the permit, for any site issues.
2. **Insurance is required for picnics with 100 or more people and for all events:** Users are required to provide a Certificate of Insurance with a minimum of **\$1,000,000** (One Million Dollars) combined single coverage property and personal indemnifying the City and County of Denver with a **minimum 30 day cancellation period**. Certificate is to read as follows with this **exact** language: **ADDITIONALLY INSURED, CITY AND COUNTY OF DENVER, ITS OFFICERS, OFFICIALS AND EMPLOYEES**. Insurance may be purchased through the Permit Office. Call 720.913.0700 for more information.
3. **Attendee Conduct:** The permit-holder is responsible for his/her actions and actions of gathering attendees.
4. **Restroom Facilities:** Sites that include restroom facilities are taken on an "as is" basis; the rental fee is for reservation rights only. Permanent structured restrooms and drinking fountains open in April and close the beginning of October for winterization.
5. **Daily Park Hours:** Denver's parks are open for public use from 5:00a.m. until 11:00p.m.; parks are closed from 11:00p.m. until 5:00am.
6. **Vehicular Access:** Motorized vehicle on any park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway, canal, creek pathway, turf trail, or athletic field is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. **Vehicles will be ticketed and towed at the owner's expense.**
7. **Roadway Gates:** Roadways and other areas that restrict vehicle usage or are secured by gates and/or steel posts may not be opened and used for event parking.
8. **Disposal of Waste Materials:** Trash must be properly disposed of in dumpsters or trash barrels. Ice may be placed in barrels or spread out on hard surfaces. Due to potential damage to vegetation and the sewer system, hot coals and grease must be properly disposed of off-site. (Trash is not to be left in flowerbeds, or on grass.)
9. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.
10. **Alcoholic Beverages:** 3.2% beer is the only alcoholic beverage allowed in the parks except under special licensing. Beer must be served in cans or from a keg in plastic cups. All State liquor laws apply. Alcoholic beverage sales, including purchased tickets, are prohibited, except under special licensing (see *Alcoholic Beverages General Policies and Guidelines*).
11. **Leash Laws:** Dogs must be on a leash at all times..
12. **Amplified Sound:** Amplified sound (i.e. P.A. systems, music) is prohibited except in designated park sites or under a Special Event or Assembly permit with limited hours. Environmental Health sound ordinances must be complied with.
13. **Canopies and Tents:** One canopy (maximum size: 20' x 20') is allowed per permit site. Structures with side drop panels are prohibited. Staking is prohibited; weights, including water, lead, and sand, are allowed.
14. **Signage:** Signs, banners, party decorations, and canopies may not be attached to trees, shelters, light fixtures, or other park structures. Blocking areas, including sidewalks, parking lots, paths, and roadways is prohibited.
15. **Prohibited activities/items:** include, but are not limited to, aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf (except on designated golf courses), horseback riding, hot air balloons, inflatable games, model boats/airplanes, moon walks, petting zoos, pony rides and searchlights. Weapons, including but not limited to such items such as knives, firearms, bows and arrows, martial art weapons, are prohibited.
16. **Activities:** May vary as deemed by Denver Parks + Recreation with final approval by Park Staff.
17. **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break, or climb upon or in any way injure, damage or deface the trees, shrubs, plants, turf or any of the buildings, fences, bridges, monuments, fountains, backstops, dugouts, goal posts, or other structures or property within or upon any park, parkway, or other recreational facility.
18. **Admission:** Charging admission or gate charges is prohibited.
19. **Sales of Goods:** Goods may be sold under Event or Assembly Permits.
20. **Gambling:** Raffles, gambling, bingo, and games where money buys a chance are prohibited.

21. **Grills:** BBQ grills (charcoal and propane) must be a minimum 24" off the ground. Grills are not allowed on the picnic tables. Fires are only allowed in shelter house fireplaces and fire pits provided by the Parks Facility. Fires and coals must be doused and properly disposed of before leaving the site.

Festivals & Events Rules and Regulations

(In addition to General Park Rules and Regulations)

GENERAL INFORMATION

1. **Opening date:** Applications for permits may be submitted in person beginning the first business day in November for the upcoming calendar year. Applications for events requesting the same dates and same park from the prior 2 years are considered priority events and will receive priority consideration. For priority consideration, applications must be submitted in person during the first 5 business days in November. All other applications will be reviewed in the order received by Park Superintendents and Facility Use Permit Staff.
2. **Not-for-Profit Permit Fee Discount:** Qualification for a not-for-profit discount requires the registered organization that owns and operates the event to hold a current 501(c)3 not-for-profit registration. If the event owner/operator is not a registered 501(c)3, the organization is not entitled to a not-for-profit benefit. Proof of not-for-profit status includes the submission of a copy of the IRS letter of determination or a letter of registration or the certificate from the Colorado Secretary of State and must be turned in with application. **If neither are provided with the application, the applicant will not receive the not-for-profit permit fee discount.**
3. **Invoices:** Once applications have been approved, invoices will be mailed, emailed or faxed to the Applicant/Contact Person listed on the application unless requested by the applicant. Specific requirements and due dates will be outlined on the invoice. It is the responsibility of the Applicant/Contact Person to see that all permit requirements are met.
4. **Fees: Application fee of \$25.00 per application for non-alcoholic events and \$35.00 per application for alcohol events is required at the time of reservation.** If all other fees are not received by the Facility Use Permit Office by the required date, the reservation will be cancelled and the facility will be made available to other users. Fees are due in full; deposits or partial payments are not accepted. Acceptable forms of payment include cash, check, and money orders (made payable to *Manager of Finance*) or with Master Card or Visa credit cards. See *Event Impact-Park Restoration and Repairs* section for Maintenance/Restoration Deposit fees.
5. **Liability Insurance Certificate:** Users are required to provide a Certificate of Insurance with a minimum of **\$1,000,000** (One Million Dollars) combined single coverage property and personal indemnifying the City and County of Denver with a **minimum 30 day cancellation period**. Certificate is to read as follows with this **exact** language: **ADDITIONALLY INSURED, CITY AND COUNTY OF DENVER, ITS OFFICERS, OFFICIALS AND EMPLOYEES**. Insurance can be purchased through the Permit Office. Please call 720.913.0700 for more information.
6. **Festival Events:** Events with expected attendance of more than 2,000 must meet with *Permit Supervisor* (720.913.0742) and Park Superintendent no less than 45 days prior to event date set-up.
7. **Communication:** The permit-holder may be required to provide one communication radio and/or cell phone for park personnel.
8. **Security:** The number of police officers required for traffic and on-site security is based upon the type of event, expected attendance, sales, cash handling, and traffic control. The Permit Supervisor can only make an exception after consulting with the Denver Police Department. Once an application has been approved, the permit-holder needs to contact Denver Police Department /Secondary Employment (720.865.6905) to determine the number of officers required. A copy of the agreement between the permit-holder and Denver Police Department shall be filed in the Facility Use Permit Office not less than 15 days prior to the event. A private security service may be contracted instead of Denver Police to provide overnight security as required by Denver Parks and Recreation. The cost for hiring security is the responsibility of the permit-holder. Assembly Permits are exempt from this requirement.
9. **Street Occupancy:** Contact Denver Public Right of Way (303.446.3759) for any street closures.
10. **Amplified Sound:** Amplified sound (music, P.A. systems) location and hours are subject to approval by Permitting/Park Staff. Hours are limited from 8:00a.m. to 10:00p.m. Sound testing of equipment may begin after 7:45a.m. Denver Parks and Recreation reserves the right to restrict the number of hours of amplified sound in limited areas. Environmental Health sound ordinances must be complied with.
11. **Event Equipment Needs:** The event is responsible for providing all necessary equipment and services, including but not limited to canopies, tents, fencing, stages, bleachers, generators, sound systems, chairs, tables, scaffolding, portable toilets, hand sinks, water or water containers, trash receptacles, trash pick-up, recycling, and clean-up crews.
12. **Staking:** No staking is allowed. Water, lead and sand weights are permitted to be used as weights.
13. **Portable Toilets and Trash Receptacles:** The permit-holder is responsible for providing an adequate number of portable toilets, trash receptacles, and hand-sinks when applicable. Existing park facilities, including san-o-lets, restrooms, and dumpsters, are for general park users and may not be used in place of or to supplement event requirements. A minimum of one sanolet per 150 expected attendees is required. Portable toilets cannot be delivered before 5:00p.m. the day before the event and must be picked up by 10:00a.m. the day following the event. A copy of the agreement must be received by the Facility Use Permit Office not less than 30 days prior to the event. You may contact: BFI 303-286-1200; Waste Management 303.797.1600; Superbowl 303.341-6800; MCS 303-298-7300; or Jon G's 303-985-0164.
14. **Electricity:** Use of electricity for any city park (where available) is charged by the hour.
15. **Recycling:** The City and County of Denver is working at being a Green and sustainable community. We are encouraging Event organizers to provide recycling at their event. Please check with the Permit Office about recycling resources and procedures.

16. **Vendors:** Vendors must attend the Environmental Health Vendors meeting and abide by all procedures, policies, rules and regulations. Other important numbers: Denver Sales Tax: 720.865.7046; Denver Fire Prevention (temporary power/fire): 720.913.3464; Denver Wastewater (grease containers/sewage/disposing of waste): 303.446.3673 or call 311 for contact information.
17. **Food Service/Sales:** Food vendors must contact Denver Environmental Health (303.285.4074) for proper licensing and approval.
18. **Alcoholic Beverages:** The sale of alcoholic beverages is strictly prohibited except under the guidelines of the Denver Parks + Recreation Park Alcohol Policy. Contact the Permit Office for more information at 720.913.0700. Contact the Excise and License office at 720.865.2760 for guidelines and procedures.
19. **Use of Pathways and Trails:** Bicycle/pedestrian pathways and trails outside of parks, including Cherry Creek, Highline Canal, and Platte River paths and trails, are permitted on a limited basis for un-timed events during "low season". In-line skating and/or bicycle races are prohibited at all times on these paths. All races, walks, marathons that use Pathways or trails must be off courses by 11:00 am.
20. **Signs:** Signs must be posted prior to event for citizens awareness for those citizens who use pathways and trails.
21. **Athletic Events Prohibited Within Civic Center:** In Civic Center, events featuring sports celebrities, literature, or display product or equipment are allowed, but athletic events involving demonstrations and/or competition are prohibited.
22. **Bicycle Races:** Timed bicycle events are allowed only on roadways at City Park. Mountain bike off-trail events are prohibited at all times.
23. **Skating Events:** In-line skating, rollerskating, or skateboarding events are allowed only at Skatepark (see supplement for Skate Park for fees and guidelines).
24. **Pre Event Walk Through:** Pre event walk through must be completed **no later** than 10 business days prior to event with park staff before permit can be released.
25. **Event Organizer must remain on site until all vendors have left the area and breakdown and clean up is complete.**
26. **Post Event Walk /Final Clean up:** Organizer must meet with park staff the day after the event for a final walk through regarding clean up. Failure to comply can and will result in additional clean up charges.

Festivals & Events Site Development

1. **Event Site Diagram:** A diagram of the event layout detailing planned activity areas, parking areas, location of portable toilets, hand sinks, trash receptacles, staging and sound equipment, signage, vendor booths, etc., must be submitted to the Facility Use Permit Office no later than 30 days prior to event. Park maps are available at the Facility Use Permit Office. The permit will not be released until the site diagram approval has been granted. If event publicity is released before diagrams have been approved, Denver Parks + Recreation will not be held responsible for costs incurred due to changes.
2. **Foot Race/Walkathon/Bicycle Route Diagram:** On a supplied Department park map, a course diagram of the proposed route/walk, indicating start/finish lines, sound system location, location of signage, and barricade placement, must be submitted in conjunction with the Event Site Diagram. Every race request must have the route approved by the Facility Use Permit Office 30 days prior to the event. The permit will not be released until the route diagram approval has been granted.
3. **Trails and Turf Paths:** Crushed granite exercise trails or turf areas within parks are not allowed to be used for race courses, start or finish lines.
4. **Signage:** Events must provide "Event in Progress" or "Race in Progress" signs (minimum 2' x 3') posted at designated points on the roadways and park entrances. Attaching signs, banners, fliers, or decorations to any park structure (i.e. buildings, monuments, fences, benches) or vegetation is prohibited.
5. **Race Course Vehicles:** Lead vehicles, or any type of vehicle producing a loud, highpitched sound, are not allowed.
6. **Protection of Park Vegetation and Structures:** The Park Superintendent will discuss and determine with the event organizer an acceptable form of protection for the flowerbeds, trees, shrubs, structures, and other important items. Rental and installation of any necessary equipment will be the responsibility and expense of the permit-holder.
7. **Gate, Steel Posts and Barricades Closures:** Denver Parks + Recreation may require the closure or opening of special areas and roads within a park. Where gates are not available, the permit-holder is responsible for providing an adequate number of barricades to secure these areas. Park personnel will direct event staff for required locations. Gates must be staffed at all times from event set-up through final clean-up.
8. **Streets Adjacent to Parks:** Event organizers are encouraged to inform residents and businesses within the adjacent area of the event, of date, time, and street closures. Distributing fliers to residents and businesses prior to the event helps eliminate problems, fosters good relations, and often can be a source of volunteers. Denver Community Planning and Development (720.865.3056) can provide a list of contacts for Registered Neighborhood Organizations.
9. **Reopening the Park:** At the end of each event, the park is to be restored to its original state and reopened. This includes but is not limited to site clean-up, event equipment removal, steel post replacement, barricade removal, and gates opened or closed.

EVENT IMPACT: PARK RESTORATION AND REPAIRS

To determine pre-event and post-event impact to the facility, Park staff and the permit-holder or designee are required to meet to perform an event walk-through no later than 10 days before and within 2 days after the event.

1. **Inspection Assessment Packet:** Both Denver Parks + Recreation and the permit-holder will complete and sign an inspection assessment form at the pre-event and post-event walkthroughs.
2. **Restoration/Repairs:** Park restoration and repairs include, but are not limited to, new sod, turf, overseeding and aeration, plant and tree replacement, structural damage, irrigation system, litter pick-up and powerwashing of hard surfaces. The Park Superintendent will appraise the site affected by the event.
3. **Maintenance/Restoration Deposits:** Events having 750 attendees or more will be assessed a damage deposit of 75% of daily standard fee per day per location per event to cover maintenance and restoration costs. The deposit is due no later than 8 weeks prior to event before release of the permit. The permit-holder will be notified of any damages after the post-event walk-through.

City Park Supplemental Rules and Regulations

CITY PARK – SUPPLEMENTAL POLICIES

(In addition to General Park Rules and Regulations and Festival/Event Rules and Regulations.)

1. **Rest Period:** From May to October, no permits will be issued on certain weekends each month (Saturday, 5:00a.m. through Sunday, 11:00p.m.). This will include Zoo and Museum Free Days. Contact the Facility Use Permit Office (720.913.0700) for specific dates. Denver Parks and Recreation reserves the right to restrict activities at any given time.
2. **Park Boundaries:** In addition to the main park located between York Street and Colorado Blvd, 17th to 23rd Avenues, the Esplanade, greenway, and asphalt roadways just west of East High School and south of 17th Avenue, are part of City Park.
3. **Events:** One event per day will be allowed.
4. **Roadways:** All races, walks, marathons must be completed and off course by 11:00 am.
5. **West Patio Plaza:** The concrete veranda located on the west side of the Museum of Nature and Science requires a permit that may be obtained from the Facility Use Permit Office.
6. **Interactive Fountain Area:** No permits will be issued for this area.
7. **Meadow Area:** The open space area bounded by the Denver Zoo, Museum of Nature and Science, and Ferril Lake requires a permit that may be obtained from the Facility Use Permit Office.
8. **Flower Gardens:** Flowers will be in place by June 1st and removed after October 1st.
9. **City Park Pavilion:** For reservations, call 303-435-4836. Damage deposit of \$243.75 w/o alcohol or \$412.50 with alcohol is required at time of application.
10. **Bicycle Events:** City Park is the only Denver Park where organized bicycling events may occur.
11. **Band Shell:** The Band Shell is equipped with electrical power and rules about amplified sound apply. Electricity cost will be applied to permit fee.
12. **Parking: Zoo and Museum Facilities:** Parking garages for patrons of The Denver Zoo and Denver Museum of Nature and Science are adjacent to their facilities. Events that may potentially impact these facilities are required to contact them before finalizing event plans. It is the permit-holder's responsibility to direct their audience away from these parking areas unless the Zoo or Museum have granted permission for use. This will help eliminate any concerns and foster good relations. (Denver Zoo Marketing Department: 303.376.4800; Denver Museum of Natural and Science Security Department: 303.370.6343)
13. **Parking: East High School:** For use of the East High School parking lots, contact Denver Public Schools (720-423-3352).
14. **Restricted Area Access:** Contact the East Park District Headquarters, 7-10 business days prior to event, (720-865-0871) to make arrangements for access gates to park entrance, restricted areas for equipment delivery, and event set-up. At no time may gates be opened and used for event parking.
15. **Free Days:** Permits (including picnics, special events and athletic fields) will be denied on Denver Zoo and Denver Museum of Nature and Science *Free Days* between 8:00 am and 6:00 pm.
16. **Multiple Date Applications:** Events are limited to 10 dates per calendar year.
17. **Prohibited Areas:** Events will not be allowed on the circle containing the M.L. King, Jr. Memorial, Thatcher Memorial Fountain, City Park Water Play Feature and the Sullivan Gateway Fountain. Please contact the Permit Supervisor for recommended area of use.
18. **Gate Access:** City Park gates are closed for public access on Sundays, mid May to mid September. If you need access through the gates you must contact City Park Staff at 720-865-0871. A key deposit may be required and kept if organization(s) fail to return key.
19. **Additional Guidelines for Event Organizers:**
 - a. no staking of vendor equipment or inflatables
 - b. no buried cables
 - c. waste materials must be disposed of properly (i.e.: used carpet or grease drums)
 - d. golf carts are to be utilized for event operations; tractor trailers may be used only on the street or available parking lot with pick-up trucks used to unload or pick-up equipment. Only carts with turf tires will be allowed inside park grounds
 - e. beverage vendors must be located on hard surfaces
 - f. non-food vendors may set up on grass areas provided foot traffic is routed on paved paths, sidewalks or roads
 - g. portable toilets location must be approved by Park Staff
 - h. manhole covers may not be covered
 - i. sprinkler system and park structures must be protected from damage during the event
 - j. a 3' high fence must be erected around City structures and flowerbeds
 - k. all stage and trailer set-up must have ¾ inch plywood to protect turf
 - l. power units must have utility locates for grounding rods; paperwork must be reviewed by Park staff
 - m. sufficient event staff is required to monitor all of the above
 - n. event organizer must remain on site until all vendors have left the area and breakdown and clean up is complete

Park Perimeter Approximate Distances: Perimeter including golf course: ~3.5 miles; perimeter including zoo: ~2.9 miles.

Civic Center Supplemental Rules and Regulations

CIVIC CENTER - SUPPLEMENTAL POLICIES

(In addition to General Park Rules and Regulations and Festival/Event Rules and Regulations)

1. **Rest Period:** Priority event dates are reserved. Other events will be considered based upon park area, expected attendance and park conditions or projects. Denver Parks + Recreation reserve the right to restrict activities at any given time. Unforeseen circumstances such as weather, drought, public emergencies or security situations may require additions or modifications to these policies. Denver Parks and Recreation will endeavor to provide as much advance notice as possible to permit holder so that alternative arrangements can be made.
2. **Private and Athletic Events:** Permits are not issued for private events or athletic events.
3. **Alcoholic Beverages:** Under special licensing permit, alcoholic beverages may be sold inside of Civic Center Park. This requires approval by the Manager of Denver Parks + Recreation and Special Event liquor license from Excise and License. See *Alcoholic Beverage* section for rules, regulations and policies.
4. **Restricted Area Access:** Contact Mike McCown (303-880-7562) or Northwest District (303-458-4788) to make arrangements for access to restricted areas for equipment delivery, and event set-up. At no time may gates be opened and used for event parking.
5. **Additional Guidelines for Event Organizers:**
 - no staking of vendor equipment or inflatables
 - no buried cables
 - waste materials must be disposed of properly (i.e.: used carpet or grease drums)
 - golf carts should be utilized for event operations; tractor trailers may be used on the street or available parking lot with pick-up trucks used to unload or pick-up equipment. No knobby tires; only carts with turf tires will be allowed inside park grounds
 - food vendors must be located on sidewalk surfaces outside of park
 - beverage vendors must be located on hard surfaces
 - non-food vendors may set up on grass areas provided foot traffic is routed on paved paths, sidewalks or roads
 - portable toilets must be limited to 4 locations in park (per Park Staff approval at event walk-through)
 - manhole covers may not be covered
 - sprinkler system and park structures must be protected from damage during the event
 - parking meters may be bagged around event area for staff or vendor parking Contact Public Works
 - a high fence must be erected around City structures and flowerbeds
 - all stage and trailer set-up must have $\frac{3}{4}$ inch plywood to protect turf
 - power units must have utility locates for grounding rods; paperwork must be reviewed by Park staff
 - no vehicles or large generators allowed in the Greek Amphitheater
 - sufficient event staff is required to monitor all of the above
 - if you require use of the McNichols Parking Lot (adjacent to the park), you must apply for use of parking lot with Public Works Permit Operations at least 30 days in advance. The rental fee is \$300.00 per day, Monday through Friday, excluding city holidays. Please contact Rachel Reyes-Walsh at 720-913-1747.
6. **Greek Amphitheater:** The Greek Theater area may have various equipment restrictions or staging limitations on the new plaza area. Contact the Northwest Park District at 303-458-4788 to make arrangements for access.
 - a. Trucks must not be larger than the size of a rental truck of 14' to 20' and must use paved sidewalks to access the park to unload equipment. Driving on turf and soft landscaping is prohibited. Off-road vehicles are restricted at all times.
 - b. Performance stage vehicles will be allowed on the Greek Theater Plaza.
 - c. Organizers are encouraged to unload stage or sound equipment on the 14th Avenue Parkway area behind the Greek Theater. Coordinate with Public Works Right of Way to obtain permits for lane closures. They may use a forklift to set-up the stage or sound equipment in the plaza area.
 - d. Any temporary stage set ups that require large vehicle (semi-truck) access will not be allowed.
 - e. Additional stage areas that may be utilized are the Seal Pond area and open lawns areas south of the McNichols Building.
 - f. Pedestrian crossing from the south of the Greek Theater to 14th Ave. is for loading and unloading only. Parking is prohibited.

Washington Park Supplemental Rules and Regulations

(In addition to General Park Rules and Regulations and Festival/Event Rules and Regulations)

1. **Rest Period:** From May to October, no Festival & Event Permits will be issued one weekend per month (Saturday, 5:00a.m. through Sunday, 11p.m.). Contact the Facility Use Permit Office for specific dates. Denver Parks and Recreation reserves the right to restrict activities at any given time.
2. **Washington Park Recreation Center:** The recreation center, located in the center of the park, requires daily user access. Races may not occur on Saturdays due to recreation center attendance and vehicle access conflicts.
3. **Roadway Events:** All races, walks, and marathons must be off course by 11:00 am. To help eliminate prolonged congestion on the interior park road, race finish lines are to be located on the diagonal road in the south central section of the park at the Franklin Street and Mississippi Avenue entrance. No races, walks, or marathons will be granted on Saturdays except for previous and priority events.
4. **Flower Gardens:** Flowers will be in place by June 1st and will be removed after October 1st.
5. **Events:** One event per day will allowed.
6. **Restricted Area Access:** The park entrance at Franklin Street and Mississippi Avenue is gated and locked on weekends. Contact District Park Headquarters (303.698.4930) to make arrangements for access to this entrance, restricted areas for equipment delivery, and event set-up. At no time may gates be opened and used for event parking.
7. **Parking: Franklin Street:** Parking is reserved for residents along Franklin Street and requires a special permit. No event parking is allowed on this block.
8. **Parking: South High School:** For use of South High School parking lots, contact Denver Public Schools (720-423-3352).

BOATHOUSE INFORMATION:

The Boathouse facility has lights and electrical outlets, but is not equipped with tables and chairs. These items may be rented but not stored overnight. The maximum capacity is 150. The Boathouse is not handicapped-accessible. The dimensions are: 37 feet x 68 feet. There are 4 electrical outlets approximately 4 feet from the floor on support columns within the structure. A total of twelve support columns throughout the structure. The overhead and exterior decorative lights are automatic. The only water available in the boathouse is in the women's restroom. Public women's restroom is available under the structure; the men's restroom under the structure is reserved for permitted events only. There is a port-o-let approximately 150 feet east of the structure. Amplified sound, DJs, and bands may be considered for a 2 hour period.

Call 720.913.0766 for reservation and more information, damage deposit of \$243.75 w/o alcohol and \$412.50 with alcohol must be paid at time of reservation. Fees are subject to change in 2010.

Road and Trail Approximate Distances: Perimeter on crushed granite trails: ~2.6 miles; inside loop: ~2.25 miles; south loop (around lake): ~.98 miles; inside loop (figure 8 loops): ~2.7 miles.

Skatepark Supplemental Rules and Regulations

(In addition to General Park Rules and Regulations and Facility & Event Rules and Regulations)

Location: 2205 19th Street, Denver, CO 80202

1. **Restricted Area Access:** Access to restricted areas for equipment delivery and event set-up requires assistance from park personnel. Make arrangements with Platte River District Park Headquarters (303.458.4787).
2. **Parking:** Event parking plans are to be coordinated with Traffic Operations and area housing.
3. **Fees:** Event fee schedule applies with a damage deposit of \$500 up to 350 people and \$1500 for more than 350 people. A minimum of \$350 charge for each two-hour period not to exceed \$3500 per day with a two day maximum. This is for skateboard demonstrations, competitions and special events.
Clinics: A minimum of \$75 for each two-hour period, not to exceed 4 hours.
Fees are subject to change in 2010.
4. **Usage Guidelines:** Skatepark may be permitted for clinics, demonstrations and contests following these guidelines:
 - A. Skatepark may not be completely closed. During the event, only certain areas of the park may be utilized for the event, demo, or clinic.
 - B. The organizer must pay fee, provide liability insurance, site plan, 2 san-o-lets per 250 people, event staff for trash pick up, 10 trash receptacles and 1 trash dumpster per 250 people, off-duty police or security personnel with more than 100 people, and parking agreement for event.
 - C. Canopy(ies) set-up per park staff recommendations.
 - D. No banners may be hung on park or City fencing in the area. No stickers are to be part of the event, or to be provided by any concessionaire as part of the event. If stickers are applied to any Skatepark property, it will be the event organizer's responsibility to remove them.
 - E. Permittee will be assessed any clean-up fees deemed necessary by park staff and will be deducted from damage deposit.
 - F. Food vendors must be licensed by the City and must be in correct area (See *Temporary Revocable Vending Permits*). No vendors are allowed inside the Skatepark.
 - G. Any sound system must be follow City ordinance sound decibel rules.
 - H. Pre-event walk through 8:00a.m. 1 day prior to the event /and the post-event walk through by 8:00a.m.of the day after the event with the Park Superintendent. Checklist will be provided denoting condition of the park before the event, and park must be returned to pre-event conditions by 8:00pm the day after the event.

All items are to be finalized no later than 7-10 business days prior to the event or the permit will not be issued.

Sloan's Lake Park Supplemental Rules and Regulations

(In addition to General Park Rules and Regulations and Facility & Event Rules and Regulations)

1. **Events:** only one event per day.
2. **Traffic and Parking Plan Requirements:** Event organizers planning a festival/event with 5,000 people or more in attendance are required to provide Traffic and parking plan as part of their festival/event permit requirements. The plan must mitigate festival/event attendees from parking in the residential areas near the park. It is important to provide residents accessibility to their homes and ensure emergency vehicles access to the area. The streets that must, at a minimum, be included in this plan are all streets from Sheridan Boulevard to Vrain Street between West Byron Place and 26th Avenue. This includes 25th Street between Vrain Street and Winona Court. The Department of Parks and Recreation may require that additional streets be included in the plan depending on the size and/or location of the event or the nature of the event's planned activities.
3. **Attendance less than 5,000:** Event organizers planning a festival/event with less than 5,000 may also be required to provide a Traffic and Parking Plan depending on the size and/or location of the event or the nature of the event's planned activities.

Traffic and Parking Plan Procedures:

1. **Meet with Permit Supervisor:** Event organizers are required to meet with the Parks and Recreation Permit Supervisor to discuss the event details and the resulting Traffic and Parking Plan requirements: the Permit Supervisor will provide the event organizer with information about the Traffic and Parking Plan requirement along with any associated contact information (i.e. city agencies, barricade companies, etc).
2. **Standard Sloan's Lake Traffic and Parking Plan:** Plan has been developed and pre-approved by Parks + Recreation and Public Works. Utilizing this plan will expedite the permit process. Modifications to this plan may be required by the city or requested by the event organizer. Any such modifications will require a review by both Parks + Recreation and Public Works and final approval of Public Works.
3. **Meet with Public Works:** Event organizers must meet with Public Works to discuss their event. Public Works – Construction Engineering will provide guidelines for the Traffic and Parking Plan to ensure that the residential streets near the event area are properly controlled by signage and barricades. It is the event organizer's responsibility to make all necessary arrangements to implement the parking plan including barricades, signs, etc.
4. **Contact Denver Police District 1:** The event organizer must contact the Denver Police District 1 Commander and provide them with a copy of the Traffic and Parking Plan. Contact Commander Doug Stephans at 720-913-0400.
5. **Contact City Council Representative:** The Event Organizer is required to contact the City Council representative for Sloan's Lake and provide information on the event including date(s), time(s), planned activities, attendance, set-up/take-down information, event logistics, and the Traffic and Parking Plan. Contact Councilman Rick Garcia at 303-458-4792.
6. **Residents Surrounding Park:** The Event Organizer must either mail or hand deliver a flyer to each resident within the Traffic and Parking Plan boundaries at least one week prior to the event. The flyer is to include information on the event (i.e. date(s), time(s), and the Traffic and Parking Plan map). Public Work's guidelines for street closure traffic plans require that flyers are delivered to the resident's on the street(s) and to complete a form acknowledging the delivery to each house. If the resident is home, they are asked to sign the form acknowledging receipt of the flyer.
7. **Contact of Neighborhood Associations:** The Event Organizer is required to contact the area neighborhood association about the event. The association should be contacted as early as possible, but not later than 60 days prior to the event. The neighborhood association contact information may be acquired from the Permit Supervisor of the City Council District Office staff.

The permit office will provide the Event Organizer with a Sloan's lake Parking Map. This map provides details regarding where parking is allowed, where limited parking is allowed, and where parking is not allowed within the park and the immediate residential streets around the perimeter of Sloan's Lake Park. The event organizer is to utilize this map and provide it to event volunteers and attendees. It is recommended that the Event Organizer plan and coordinate alternative parking locations (and possible shuttle services in order to minimize parking in and around the park.

Once completed, the Permit Office will send the Traffic and Parking Plan, along with any other relevant event information, to the Denver Police District #1, Denver Fire Department, Parking Management, Denver Parks and Recreation Park Ranger Supervisor, and the local Neighborhood Association(s) representatives(s).

Cheesman Park Supplemental Rules and Regulations

(In addition to General Park Rules and Regulations and Facility & Event Rules and Regulations)

1. **Flower Gardens:** Flowers will be in placed by June 1st and removed after October 1st.
2. **Sound/Amplified Sound:** No amplified sound will be granted at this park.
3. **Pavilion:** No eating or drinking inside of the Pavilion.
4. **Gate, Steel Posts and Barricades Closures:** Denver Parks + Recreation may require the closure or opening of special areas and road within a park. Where gates are not available, the permit-holder is responsible for providing an adequate number of barricades to secure these areas. Park personnel will direct event staff for required locations. Gates must be staffed at all times from event set-up through final clean-up.
5. **Streets Adjacent to Parks:** Event organizers are encouraged to inform residents and businesses within the adjacent area of the event, of date, time, and street closures. Distributing fliers to residents and businesses prior to the event helps eliminate problems, foster good relations, and often can be a source of volunteers. Denver Community Planning and Development (720.865.3056) can provide a list of contacts for Registered Neighborhood Organizations.
6. **No event days for pedestrian/bike traffic only:** June 6, July 4 until 3pm, August 1, September 5 (except for priority events).