

Denver Parks + Recreation

Filming Guidelines/Procedures



All requests must be initiated with the *Office of Cultural Affairs*. Visit http://www.denvergov.org/Film_and_Television/template23837.asp

1. Once a film request has been completed according to instructions above, complete the *Festivals & Events Application* available on the *Facility Use Permit Office* website at: <http://www.denvergov.org/dephome.asp?depid=2220%20>

Once submitted to our office, filming and photography permits require a 72 hour advance notice (not including weekends).

2. Proof of *Insurance of General Liability* in the amount of \$1,000,000 is required with a cancellation period of no less than 30 days. The City must be listed as additionally insured with the following statement: The City and County of Denver, its officers, officials and employees
3. The application and insurance certificates will be faxed to the Denver Parks and Recreation *Facility Use Permit Office* at 720.913.0778 for approval.
4. Requests for filming at Red Rocks also require approval from *Theaters and Arenas* at 303.640.2637.
5. Requests involving a park, median area, or trail require approval from the Park Supervisor.
6. Requests involving a *Denver Golf Course* require approval from Golf Course Supervisor.
7. Requests involving a Recreation Center require approval from the Center Supervisor.

Once all required documents and approvals have been received, a permit will be issued. For additional information please visit the Office of Cultural Affairs at http://www.denvergov.org/Film_and_Television/template23837.asp