



Denver Parks + Recreation

PICNIC APPLICATION

(Non Alcohol / 3.2 Beer Only)

Applicant Name: _____ E-mail Address: _____
Street Address: _____ Apt./Unit/Suite: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____ Work: _____
On-site Contact: _____ Fax: _____ Mobile: _____
(if different from applicant)
Purpose of Event: _____ Number of Participants: _____
Park Name: _____ Site: _____
Event Date: _____ Time: from _____ to _____
(Time for set up & clean up)

Event Features

Food and Beverages (please list food and beverages)

Caterer Information

Entertainment (please describe the type of entertainment to be featured at your event, DJs, etc) (No amplified sound allowed on site.)

Equipment (canopies) Prohibited items are: **Air Castles, Moon Walks, Carnivals, Dunk Tanks, Fireworks, Climbing Walls, Petting Zoos, etc.**

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 violations may result in immediate cancellation of the reservation and/or revocation of 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: _____

***Permit changes: Any changes after the first reservation by permittee for date, park and/or site will be charged \$10.00 per permit change.

Denver Parks + Recreation • Facility Use Permit Office
201 W Colfax, Dept. 108 (2nd Floor) Tele. 720.913.0700 Fax 720.913.0778
email park.permits@denvergov.org www.denvergov.org/permits

General Parks and Recreation Information

1. **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 + Recreation reserves the right to restrict activities in any park at any given time. Any violations of Denver Parks and Recreation policies, rules, regulations, or guidelines may result in immediate revocation of permit.
2. **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.
3. **Insurance :** Insurance is required for picnics with 100 or more people and for all events. The 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 be 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.
4. **Attendee Conduct:** The permit-holder is responsible for his/her actions and actions of gathering attendees.
5. **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.
6. **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; 00a.m.
7. **Vehicular Access:** Motorized vehicle on 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.
8. **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.
9. **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.)
10. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.
11. **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).
12. **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.
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 search lights. 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:** Only under Event or Assembly Permits may goods be sold.
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.