



# DISTRICT 5 NEWS

FROM COUNCILWOMAN **AMANDA SAWYER**

Denver City Council

## Farmer's Market Planning

### STEP ONE: EVENT INFORMATION

- Determine Logistics 90+ Days in Advance
  - Event Organizer & Contact Information
  - Date, Time, and Location (Private or Public Property)
  - Total # of vendors
  - Loading zone for vendors
  - Parking for vendors, volunteers, and visitors
  - ADA Accessible [Disability Access Event Planning Checklist](#)
  - Trash, electricity, restrooms, and running water
  - Responsible party for tables, chairs, and or tents

#### Check One:

- Public Property: parks, streets, sidewalks, and alleyways

*\*Continue to STEP 2*

- Private Property: schools, businesses, residential and parking lots

*\*You must have written permission from the owner of the property. Private events that will impact public resources such as police, streets, or neighborhoods must contact the Office of Special Events directly for assistance at 720-913-1501 or [denverevents@denvergov.org](mailto:denverevents@denvergov.org) and use the attached checklist for event requirements.*

### STEP TWO: PUBLIC EVENT DETAILS & REQUIRED PERMITS

- Submit a Park Permit Application with Denver Parks Permitting Office 90+ Days in Advance

*\*If you plan to conduct your public event in a Denver park, please make sure that you have reserved the space with the Parks Permit Office at [park.permits@denvergov.org](mailto:park.permits@denvergov.org), 720-913-0700 or [Park Permit Application](#)*

- Submit a Special Events Application with Denver Office of Special Events 90+ Days in Advance

- [Special Events Application](#)

*\* Please create an account to access this application. This is a step by step guidance for Public Events and will provide detailed information for all city requirements and permits. Office of Special Events will not process Special Event Applications held in parks until the submission of a park permit application has been verified.*

### STEP THREE: PUBLIC PLAN REQUIREMENTS

- Distribute Approved Community Notification Flyer 45+ Days in Advance. [Sample Notification](#)
- Submit a Sight Plan 30+ Days in Advance

*\*Plan must include all the elements of your event. This includes: public entrances and exits, emergency exits and fence breaks, fire/emergency access lanes, street names, fencing barricades, all event infrastructure (tents, canopies, seating area, stages, generators, portable toilets, trash/recycling containers, etc.), location of flammables, placement of food trucks or trailers, and ADA access.*

## STEP THREE CONT:

- Emergency Medical Requirement, [Sample Health Medical Plan](#)
- COVID Mitigation Plan [Guidelines for Outdoor Events](#)
- Special Event Emergency Action Plan (EAP)

## DAY OF PUBLIC EVENT

- Copies of all Permits
- Copies of all Vendor License and Vendor Liability Insurance
- Vendors Received Copy of [Special Events Sales Tax Application](#)

If you have additional questions or concerns, please contact the Office of Special Events for assistance at 720-913-1501 or [denverevents@denvergov.org](mailto:denverevents@denvergov.org).

