

City Council Reference Document for Public Events Held on Public Property and Working with the Office of Special Events

Which events are required to work with the Office of Special Events?

Public events that are held on public property (parks, streets, sidewalks, alleys) and work with more than one City agency are required to obtain an Office of Special Events Permit (OSEP).

- [View this webpage](#) for more information about whether or not an event is required to obtain an OSEP.

Information about Office of Special Events Permit Fees

OSEP Application Processing Fees go into effect on November 1, 2022, when OSE begins processing OSEP applications for 2023 events.

OSEP's are *not* required for:

- First Amendment assemblies
- Private events
- Events held on private property
- Indoor events

OSEP Application Processing Fees are based on an event's daily total attendance:

- 1 – 350 attendees = \$25
- 351 – 3,000 = \$75
- 3,001 – 10,000 = \$150
- >10,001 = \$250

Only one OSEP Application Processing Fee is charged for multi-day and recurring events (e.g., farmer's markets, weekend festival) per year.

How are OSEP Application Processing Fees assessed?

- Event organizer submits OSEP Application
- OSE staff reviews and calculates fee amount due (OSEP Application Processing Fee + Rush Fee if applicable)
- OSE staff sends invoice to event organizer (posted in online application system which generates an email sent to the event organizer)
- Event organizer must pay invoiced fees before the OSEP Application is processed further

Rush Fee

- A Rush Fee is applied if the OSEP application is submitted 59 days or less before first event date
- The Rush Fee is equal to the OSEP Application Processing Fee amount (i.e., if the OSEP Application Processing Fee is \$75, the Rush Fee is an additional \$75)

Late Fee

- A Late Fee is applied if any CCD permit requirements are not completed in their OSEP application 5 business days before first event date.
- The Late Fee is equal to OSEP Application Processing Fee amount (i.e., if the OSEP Application Processing Fee is \$75, the Late Fee is an additional \$75)

Information about OSEP Fee Waivers

OSEP Application Processing Fees can be waived in full for small, community-driven events that meet the following three considerations:

1. The host organization of the event provides ongoing direct charitable, development or community support services to the neighborhood in which the event is being held, in addition to the event itself.
2. The host organization is a non-profit, registered and in good standing with the Colorado Secretary of State's Office **OR** is a Registered Neighborhood Organization with the City and County of Denver (does *not* include BIDs).
3. The event has an estimated daily attendance of 3,000 or fewer attendees.

OSEP Application Processing Fees can also be waived in full for small events (with a daily total attendance of 3,000 or fewer) that are organized or sponsored by Denver City Council Offices.

- Each City Council Office decides how many events they organize and sponsor each year.
- To request that an OSEP application fees be waived for a City Council organized or sponsored event, the City Council Member or City Council Office staff member must email a request to denverevents@denvergov.org that includes the event name and date(s).
- OSE will not publicize the opportunity for City Council Office related fee waivers – each City Council Office will manage how they share this opportunity with constituents and if the events will include sponsorship recognition in each event's promotions.

OSEP Application Processing Fee Waivers Clarifications

- Applies to OSEP Application Processing Fee only, not other City agency fees.
- Rush and Late fees may still apply.
- Event organizers are accountable for meeting all applicable City requirements, including the requirement for a Certificate of Insurance (except for events organized and hosted by City Council Offices – those events are covered by City and County of Denver insurance).

Questions?

Contact the Office of Special Events at jill.lis@denverevents.org or denverevents@denvergov.org