

Special Event Checklist - Private Events*

*(Events held on private property, closed to the General Public or Invitation Only)

The Office of Special Events (OSE) primarily works with event organizers that produce special events on public property to guide them through the required planning and permitting process. Additionally, OSE is also available to help events that are held on private properties; as well as identify and assist with navigating through various departments to obtain the proper permits & regulations.

There are many requirements and permits that are applicable for both public and private events. The **checked items/agencies below** identify the minimum requirements and deadlines that are applicable and should be completed prior to the day of your event:

- Parks Department:** Events must submit a park permit application a **minimum of 30 days prior** to event.
Email: park.permits@denvergov.org | Web: www.denvergov.org/parks | Phone: 720-913-0700
- Department of Transportation and Infrastructure:** (Public Right of Way/Meters/Non-Meter Parking) Events on public right of way (streets, alleys, sidewalks, parking lanes) or requesting bagged meters contact public works a **minimum of 60 days prior** to event date.
Email: transportationtmc@denvergov.org | Phone: 303-446-3469
Web: <https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/documents/permits/right-of-way-permits.html>
- Emergency Medical Services (EMS):** It is recommended that events with an attendance of 2,500 or more contact DDPHE/EMS **60 days prior to the event**.
Email: egcomments@denvergov.org | Phone: 720-865-5452
Web: <https://www.denvergov.org/content/denvergov/en/environmental-health/our-mdivisions/environmental-quality/special-events.html>
- Office of Emergency Management (OEM):** High profile, international and major events need to contact OEM **60 days prior to event** for assistance with an emergency plan.
Email: courtney.bernet@denvergov.org | Phone: 720-865-5452
Web: www.denvergov.org/emergencymanagement
- Off-Duty Police:** Private Events that require off duty officers need to contact the Office of Secondary Employment and/or an off-duty police coordinator **60 days prior to the event**.
Email: Analisa.ortiz@denvergov.org | Web: www.denvergov.org/police | Phone: 720-337-0771
- Treasury:** Vendor Sales Tax, Admission Based Events. Events need to provide a detailed vendor list a **minimum of 30 days prior** to the event. For admission based events (i.e.-ticketed events), **you must pay an admission based event tax**. Treasury Web: www.denvergov.org/treasury
Vendor Sales Tax: Email: art.martinez@denvergov.org | Phone: 720-913-9410
Admission Based Events: Email: beverly.gallegos@denvergov.org | Phone: 720-913-9437
- Police Department:** Private runs, races, rides, walks and events that require traffic control need to contact the DPD Special Events Unit a minimum of **30 days prior** to event, **no more than 200 days prior**.
Email: dpspecialevents@denvergov.org | | Phone: 720-913-0700
Web: <https://www.denvergov.org/content/denvergov/en/police-department/traffic-enforcement/street-closure-permit.html>

- Fire Department:** Events that utilize generators larger than 5k, tents, fuel, etc. need to contact Denver Fire a **minimum of 30 days prior** to the event.
 Email: joe.florez@denvergov.org | Web: www.denvergov.org/fire | Phone: 720-913-3464
- Excise & Licenses:** Liquor License and Merchant Guard Licenses. **Only nonprofit organizations can apply for a liquor license.** Liquor license requests must be received a **minimum of 30 days prior** to event.
 Email: licenses@denvergov.org | Phone: 720-865-2764
 Web: www.denvergov.org/content/denvergov/en/denver-business-licensing-center.html
- Environmental Health: SOUND/NOISE:** All events must understand and comply with chapter 36 of the Denver Municipal Code. **FOOD:** Organizers need to provide a detailed vendor list a **minimum of 30 days prior** to the event. **Body Art:** Body artists must obtain a temporary license and be inspected **at least 20 days** in advance. **Pools:** Water features, water rides, etc. must be reviewed and approved by Department of Environmental Health **at least 20 days prior** to operation.
 Environmental Health Web: www.denvergov.org/environmentalhealth
 Food Vendors: Email: phispecialevents@denvergov.org | Phone: 720-865-5401
 Noise Ordinance: Email: justin.lamascus@denvergov.org or Judson.Bemis@denvergov.org | 720-865-6877
 Body Art: Email: Reid.Matsuda@denvergov.org | Phone: 720-865-2967
 Pools: Email: Tara.olson@denvergov.org | Phone: 720-865-5479
- Facilities Management:** Events that wish to utilize spaces in or around city buildings need to coordinate a **minimum of 30 days prior** to event date.
 Email: facilities.helpdesk@denvergov.org
- RTD:** A **minimum of 45 days** notification for any events that effect an RTD stop or station is required.
 Web: www.rtd-denver.com
 Bus Stops/Routes: 303-299-6926 | daniel.lamorie@rtd-denver.com | Timothy.Lucero@rtd-denver.com
 Light Rail: Email: 303-299-3442 | gary.schafer@rtd-denver.com | maux.sullivan@rtd-denver.org
- Development Services:** Electrical, Stages/Buildings or Zoning. **Certain stages require permits and event organizers will need a Denver certified contractor to apply for any permits required.**
 Generators that are **5kw or larger** need a permit from Development Services (as well as the Fire Department).
 Zoning: Email: zoningreview@denvergov.org | Phone: 720-865-3000 | Web: www.denvergov.org/zoning
 Electrical/Generator: Email: carol.pafford@denvergov.org | Phone: 720-865-2827
 Staging & Building: street.schellhase@denvergov.org or Keith.Ostrander@denvergov.org | 720-865-2930
- Notification:** We strongly encourage private events to notify surrounding neighborhoods, business and the public if your event will impact street closures, noise, traffic or have any other public impact.
 Email: denverevents@denvergov.org | Web: www.denvergov.org/specialevents | Phone: 720-913-1517

For more information on city requirements, visit the OSE website at: www.denvergov.org/specialevents

Your OSE Contact:

Name:

Phone:

Email:

Event Organizer Contact Information:

Name:

Phone:

Email:

Event Name/Date/Location: