



FILM RULES & REGULATIONS

Of the Executive Director of the Office of Special Events,
City and County of Denver

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APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "Katie McLoughlin".

Katie McLoughlin
City Attorney for the City & County of Denver

APPROVED & ADOPTED:

A handwritten signature in blue ink, appearing to read "Katy L. Strascina".

Katy L. Strascina
Executive Director of the Office of Special Events
8/19/2025

Effective Date

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Section 1 – Applicability

- a) A film permit issued by the Office of Special Events (OSE) is only required for productions that occur on city-owned property and meet any of the following criteria:
 - i. The cast and crew are composed of 25 people or more within a city park land as defined at §39-191(2) of the Denver Revised Municipal Code (D.R.M.C.), or the cast and crew is composed of 10 people or more on a city sidewalk as defined at §54-1(63), D.R.M.C.
 - ii. If production equipment, props or infrastructure is composed of anything beyond handheld items in city park land within the municipal boundaries of the city and county of Denver (“urban parks”) and on city sidewalks. In urban parks and on city sidewalks, one tripod is allowed without a film permit if no other criterion is applicable. Non-handheld equipment is not permissible in mountain parks or mountain parks trails.
 - iii. Whenever a film production will prevent or limit public access to a sidewalk, alley or street, requiring a Department of Transportation and Infrastructure Revocable Street Occupancy Permit.
 - iv. Public parking will be impacted
 - v. A generator, pyrotechnics or smoke machines is requested.
 - vi. Exclusive use of any city park or any portion of any city park is requested
 - vii. Drone takeoff or landing is requested from a city park or sidewalk
 - viii. Police presence is required
 - ix. Any other city agency coordination or permit is required while filming on public property
- b) A film permit is not required by OSE for any of the following circumstances:
 - i. Same day media coverage of developing/emerging news stories
 - ii. Productions taking place entirely on private property or non-city-owned property

Section 2 – Definitions

- a) Film: Refers to any activity involving the creation of moving images or still photography intended for personal, commercial or non-personal use, including but not limited to feature films, TV shows, commercials, music videos, and web productions.
- b) Photograph: A picture made using a camera, in which an image is focused onto film or other light-sensitive material and then made visible and permanent by chemical treatment, or an image that is captured using an electronic device and stored digitally.
- c) Photography: The art or practice of taking and/or processing photographs.
- d) City-owned property: All real property and facilities owned and/or operated by the City and County of Denver, including Mountain Parks as defined by the Denver Park Use Rules and Regulations as amended, issued by the Denver Department of Parks and Recreation.
- e) Executive Director: The Executive Director of the Office of Special Events.
- f) The Office of Special Events (OSE): The city’s central office charged with coordinating special events and film production activities on public property within the municipal boundaries of the City and County of Denver or on City-owned property.

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Section 3 – General Provisions

- a) Authority – Pursuant to § 2-437, D.R.M.C., the Executive Director or their designee has the power to issue film permits on behalf of the city.
- b) Purpose – These rules and regulations are enacted to implement § 2-437, D.R.M.C. and provide processes to obtain a film permit and facilitate film makers obtaining any and all permits required of other city agencies for film productions proposed on City-owned property.
- c) Film permit applicants must comply with all municipal, state, and federal laws at all times.

Section 4 – Applying for a Film Permit & Application Review Process

- a) All film permit applications shall be submitted to OSE.
- b) Complete applications are required for processing.
 - iii. All applications must be complete and sufficient for processing before any review of the application will begin.
 - iv. An application is complete when the Executive Director finds that it is submitted in the required form and includes all information necessary to decide whether the application will comply with the requirements herein, including all items or exhibits specified during any pre-application meeting, conference, or correspondence with OSE staff.
 - v. An application will be considered incomplete if the Executive Director determines that the submittal is inconsistent or contrary to § 2-437, D.R.M.C., these rules and regulations, or other permit approval requirements that are regulatory and controlling.
- c) A complete film permit application must be submitted a minimum of five (5) business days prior to the applicant's desired production commencement date.
 - i. All City and County of Denver department and agency approvals and permits necessary for OSE to issue a film permit ("other necessary permits") must be submitted no less than five (5) business days prior to the first day of production set up.
 - ii. Productions that require any of the following must apply and submit all other necessary permits at least ten (10) business days prior:
 - 1. Drone use
 - 2. Denver Police support
 - 3. Street or alley closures
 - 4. Exclusive use of city park land
 - 5. Use of a generator over 5kw
 - 6. Regional Transportation District (RTD) re-routes
 - iii. OSE will only issue the film permit authorizing the production to move forward after all other necessary permits have been issued to the applicant for the production. Film permit applicants must indicate on their application the amount, size, and type of all equipment that will be used or requested during the production.
- d) Additional Review for Productions Depicting Violence & Special Effects
 - i. Film permit applicants must indicate on their application if the desired production will include scenes or depictions of criminal activity, violence (with or without weapons), obscene or sexual content or depictions, pyrotechnics, or special effects.
 - ii. Film permit applicants must indicate on their application if the desired production will include the use of any type of prop gun, prop weapon, prop assault weapon, prop firearm, explosives,

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- fire, pyrotechnics, smoke or fog, flammable liquids, or any other special effects - whether real or fake.
- e) OSE reserves the right to add conditions to any film permit that may be reasonably necessary to protect the public health, safety and welfare of adjacent neighbors (residential or commercial) and the general public.
 - f) Filming at any one location shall not exceed 14 calendar days, unless expressly authorized by the Executive Director.
 - g) After a film permit is issued, the permittee must maintain copies of all city-issued permits onsite for the duration of the permitted activities.

Section 5 – Denial, Cancellation, Revocation and Violations of a Film Permit and/or Application

- a) OSE may deny a film permit application for reasons including, but not limited to:
 - i. The location requested is unavailable, or a non-permittable location.
 - ii. The location requested is in a construction zone.
 - iii. The activities requested violate city, state and/or federal law.
 - iv. The applicant fails to pay any fees required by the City and County of Denver.
 - v. The applicant fails to provide proof of insurance, if applicable.
- b) OSE may cancel or revoke a film permit for reasons including, but not limited to:
 - i. The permittee fails to comply with any of the requirements of § 2-437, D.R.M.C. or these rules and regulations.
 - ii. The permittee fails to comply with any condition of its film permit issued by OSE, or
 - iii. The permittee's fail to comply with any condition of any other necessary permit.
- c) OSE reserves the right to modify or revoke a film permit due to unforeseeable circumstances, including but not limited to inclement weather, fire, flood, conditions or other unforeseen events beyond the control of OSE.
- d) OSE reserves the right to modify or revoke a film permit due to conflicting events and activities.
- e) OSE may deny a film permit application if the applicant has a history of documented violations related to previously issued film permits or other necessary permits.
 - i. A violation must be formally documented through a notice of violation, administrative citation, or other comparable written enforcement action issued by OSE or another city department with jurisdiction.
 - ii. Violations that are under appeal or that have been overturned or dismissed shall not be considered as a basis for denial.
 - iii. OSE shall consider the number, nature, and severity of prior violations. A single documented violation may constitute grounds for denial if it resulted in a significant impact on public safety, public property, or community welfare; otherwise, a pattern or history of multiple violations may be required to justify denial.
 - iv. Denial decisions must be supported by substantial evidence and documented in the records of OSE or other department issuing other necessary permits.
 - v. Decisions of denial based on a history of documented violation(s) shall be provide to the film permit applicant in writing with copies of documentation supporting the reason(s) for denial.
 - vi. An applicant may be denied a film permit based on a history of documented violation(s) if the Executive Director finds:
 - 1. the applicant is acting on behalf of, or as a continuation of, a prior permittee with a history of documented violation(s); and
 - 2. the prior permittee with a history of violation(s) is attempting to avoid enforcement of these rules and regulations.

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Section 6 – Costs and Fees

- a) OSE may charge film permit applicants to apply for and obtain a film permit.
- b) Depending on the activities requested in the film permit application, a film permit applicant may be responsible for additional permitting fees/costs associated with using city park land or the use of city resources, and any other required permitting costs associated with filming within the City and County of Denver or on city-owned property.
- c) The film permit applicant shall be responsible for labor/staffing costs incurred as a result of city employees that may need to be on site/supervising production activities.

Section 7 – Insurance Requirements

- a) The film permit applicant may be required to have and keep insurance coverage in force at all times during activity covered by the film permit. At a minimum, a film permit applicant shall maintain general liability insurance with limits of \$1,000,000 for bodily injury per person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage applicable to all vehicles operating on city-owned property and elsewhere. The city may require additional insurance based on the activity covered by the film permit. The City and County of Denver, its elected and appointed officials, employees and volunteers shall be included as an additional insured and the applicant shall provide the city with a certificate of insurance in the form and amounts as required by the city. The insurance document must be dated within thirty (30) days prior to the first production date and must cover the entire production. A “yearly” or “annual” insurance document form is not acceptable. The production company name indicated on the insurance form must match the name on the film permit application.

Section 8 – Neighborhood and Community Notice

- a) OSE may require a film permit applicant to notify neighborhood residents and businesses near the filming site prior to production commencement, in addition to notice requirements of other city agencies.
- b) When notifying neighborhoods and businesses that may be impacted by film productions, the film permit applicant shall work with OSE to create and implement a community notification plan that meets specifications prescribed by OSE.
- c) The film permit applicant must provide OSE with copies of any notice provided to impacted area residents/entities.
- d) The Executive Director may impose additional notice requirements as a condition of a film permit depending on the scope of the production.

Section 10 – Prohibitions

- a) Hours: all aspects/stages of the production (including setup/tear down, crew arrival/departure, equipment setup and preparation, etc.) shall not be allowed outside of park hours unless expressly authorized by the Manager of Parks and Recreation.

Section 11 – Amendments

- a) These rules may be amended in the same manner as originally adopted, pursuant to the Denver Revised Municipal Code, Chapter 2, Article VI, as amended.