



EVENT PLANNING GUIDE

Office of Special Events

1. This guide will help you understand citywide requirements and the necessary permits to hold a public special event in the City and County of Denver. It will help guide you on what you need to do and when you need to do it.

Office of Special Events

DenverEvents@DenverGov.org
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Welcome!

The Office of Special Events (OSE) is glad you chose to hold your event in the City and County of Denver.

Denver is the proud host of hundreds of unique, exciting, fun, and safe events that are held in public parks and on public streets every year. Event organizers like you, various City agencies, residents, and businesses are all important partners in this work.

This [Event Planning Guide](#) along with the OSE staff will help you understand and navigate the permitting processes that are relevant to your event and to meet critical deadlines.



Please review this Guide thoroughly as it provides a comprehensive overview of Denver's event-related requirements and answers many common questions.

-- The City and County of Denver's Office of Special Events

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I. IS AN OSE PERMIT REQUIRED FOR YOUR EVENT?

To hold a public event outdoors on public property in the City and County of Denver, you must first determine what permits and requirements apply to your special event. To check if your event requires an Office of Special Events Permit (OSEP), use the checklist below.

An OSE Permit is required for events that are:

1. held on public property in the City and County of Denver (i.e., in parks, streets, sidewalks, alleyways or plazas), **AND**
2. are open to the public (e.g., publicly advertised, anyone can attend or buy a ticket, no invite list), **AND**
3. meet two or more of the checklist items below.

	YES	NO
1. Does your event take place partly or entirely within a Denver park?		
2. Does your event take place partly or entirely on a hard-closed Denver street, sidewalk, alleyway or plaza? (e.g., DOTI RSOP)		
3. Does your event require street rolling closures? (e.g., parade, race, run, walk or ride?)		
4. Will your event feature tents larger than 200 sq ft, propane, fireworks, open flames or floats?		
5. Will your event utilize generators larger than 5kW, stages or structures?		
6. Will anything be sold at your event? (e.g., tickets, food, beverage, alcohol, food (including food trucks), consumable CBD or merchandise)?		
7. Will your event feature body art, animals, or water features?		
8. Will your event utilize hired security or off-duty police officers?		
9. Will your event have marijuana themes, advertising, or sponsors? *If marijuana is your primary line of business, do not check		

If your event is open to the public, held outdoors on public property and you checked **YES** to **two or more** of the above items, you are required to submit an [\(OSE\) application](#) at least 60 days prior to the first day of your event **set-up**. Successful completion of all City and County of Denver requirements that are applicable to your event will result in the issuance of a required Office of Special Events Permit.

Events such as weddings, picnics, athletics, reunions, block parties, or events on private property are not required to submit an OSE application.

If you are still unsure whether or not you should submit an OSE application for your event, please [contact us](#).

II. FIRST STEPS OF THE EVENT APPLICATION PROCESS

1. If your event requires an OSE Permit (OSEP), submit an OSE application no later than 60 days prior to the first day of your event set-up. While it is not expected that all event application details and requirements be finalized, the following are required at the time of submission:



- Applicant information (Section 1 of the OSE application)
- Event information (Section 2 of the OSE application)
- Initial site plan (Section 4 of the OSE application)
- Draft community notification flyer (Section 5 of the OSE application)
- Premise documents
 - i. Preliminary Park Permit for events in parks
 - ii. Traffic Control Plan for events in right-of-way (streets, sidewalks, or alleys)

2. OSE staff will check your application and assign an Event Permitting Specialist (EPS) to help you and answer questions. You can email or call your EPS, but most communication and managing your application will happen through OSE's online application system called Eproval. Some steps require you to go through other departments' application processes outside of Eproval.

3. Based on the information provided in your application, an invoice will be issued and requirements that apply to your event will be identified, and next steps communicated. Please see the table below for fees.

Total Number of Daily Attendees*	Processing Fees
350	\$25
351 – 3,000	\$75
3,001 – 10,000	\$150
10,000+	\$250
Late Fees	
< 60 Days for Application	Equivalent to Application Fee for Expediting
< 5 Days for Permit Requirements	Equivalent to Application Fee for Expediting

4. You and your vendors (if applicable) will work with OSE and other City agencies to complete necessary permits and meet permit requirements.
5. All Denver permits and approvals must be obtained five days prior to the first day of event set up.

- Once all permits and approvals from City agencies have been obtained, OSE will issue an OSEP indicating that all city requirements have been met and the event may move forward.

Timing of Application Submissions:

- 90 Days Prior:** First time and complex events are advised to submit their applications 90 days prior to the first event date.
- 60 Days Prior:** For events in Denver parks and in the public right-of-way, organizers must submit their applications 60 days prior to the first permitted date. Late submissions for events in parks will not be accepted and late submissions for events in the public-right-of-way will be assessed late fees.
- 30 Days Prior:** Special event applications submitted less than 30 days prior to the first event date will not be accepted by any City agencies.

III. EVENT APPLICATION TIMELINE

The timeline guide below highlights the most common citywide requirements events will complete during the event permitting process. Not every event will need to complete all the following steps, and some less-common requirements are not listed. Refer to your Office of Special Events application to see which steps are required for your event.

Minimum 60 Days Prior to Event	
Apply for a Park Permit **If you want to hold your event in a Denver park, you must get your preliminary Park Permit BEFORE submitting an OSE application.	Denver Parks and Recreation
Complete Special Event Application	Office of Special Events
Apply for a street or sidewalk closure	Department of Transportation and Infrastructure
Submit request to reserve parking meters	Department of Transportation and Infrastructure
Create an Emergency Medical Plan	Department of Public Health and Environment
Begin working with DDPHE on noise levels	Department of Public Health and Environment
Minimum 45 Days Prior to Event	
Submit plans to Regional Transportation District (RTD) for impacted bus routes or stops	Regional Transportation District (RTD)
Distribute initial community notifications	Office of Special Events

Minimum 30 Days Prior to Event	
Submit Emergency Action Plan	Office of Special Events
Apply for DPD permit for parades, walks, or runs on streets	Denver Police Department
Request off-duty officers	Denver Police Department
Apply for Special Events Liquor License <i>Pre-requisites are required</i>	Excise and License Department
Apply for Fire Permit(s) <i>Earlier if also applying for a liquor license</i>	Denver Fire Department
Licensed generator and stage contractors apply for Building and Electrical Permits	Denver Development Services
Ensure all vendors have proper sales tax licenses	Denver Treasury Department
NEW! Waste Management Plan	Office of Special Events
Ensure all vendors have proper food service licenses	Department of Public Health and Environment and Excise and License Department
All City Requirements Must be Met and Submitted 5 Days Prior to Event to Obtain an OSEP	

IV. HOW TO MEET DENVER’S EVENT REQUIREMENTS

The information below describes many of the requirements that must be met to hold a public event on public property in the City and County of Denver. Various City departments and the Regional Transportation District (RTD) manage different applications and approval processes. Most of these are included in the Event Application Timeline on the previous page. Not every event will need to complete all the following elements, some less-common requirements are not listed and not all details are included here. Refer to your Office of Special Event (OSE) application to see which steps are required for your event and consult with department contacts and your OSE Event Permitting Specialist (EPS) for more information.

A. SITE PLAN GUIDELINES

DEADLINE: 60 days prior to event

CONTACT: Office of Special Events, Assigned Event Permitting Specialist

Draft site plans showing all elements of your event are required when submitting your OSE application. Site plans include, but are not limited to:

- Public entrances and exits
- Emergency exits and fence breaks
- Fire/emergency access lanes
- Street names
- Fencing and barricades

- All event infrastructure
- Tents, canopies, seating areas, stages, generators, portable toilets, trash/recycling containers, etc.
- Location of flammable gases, open flames, barbeque grills and/or pyrotechnics
- Placement of food trucks and other vehicles and/or trailers onsite
- ADA access

For races, runs, walks, and rides, please include a route map as well as a site plan of the start/finish area.

B. EVENTS IN DENVER PARKS

DEADLINE: 60 days prior to first permitted date

CONTACT: park.permits@denvergov.org

Submitting an OSE application does **not** reserve park space; a separate Denver Parks and Recreation (DPR) permit application is required.

If you want to hold your event in a Denver park, you must get your preliminary park permit BEFORE submitting an OSE application. Parks fill up quickly and you must confirm the park you want is available before planning your event. Park permit applications must be submitted a minimum of 60 days prior to the first permitted date; however, most events apply for their park permit much earlier to ensure availability. Each year, historical events can submit park permit applications for the following year starting on September 1, while new and non-historical events can submit park permit applications starting November 1.

For example, if you want to hold a new or non-historical event in a park on June 10, 2025, you will need to submit a park permit application on or after November 1, 2024, and then you will need to submit an OSE application no later than April 10, 2025.



- Park permit resources for events, including information about fees and the application form can be found on the Denver Parks and Recreation website.
- Completed park permit applications are only accepted by email at park.permits@denvergov.org no later than 60 days prior to the first permitted date.

Once the park permit application is received, the request will be reviewed and if the space and date are available, a confirmation and invoice will be sent to you within 10 days.

DPR will give you a checklist outlining all park-specific requirements. All park-specific requirements are due no later than 21 calendar days prior to the event set-up date. **These DPR-specific requirements are not outlined in the OSE application** and both DPR and OSE requirements must be met for events taking place in a park.

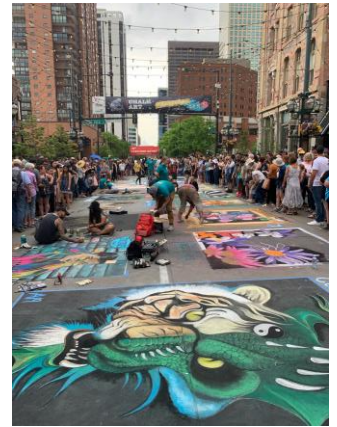
C. EVENTS ON DENVER STREETS

DEADLINE: 60 days prior to event

CONTACT: transportationmc@denvergov.org

To close a public street, sidewalk, alley or plaza, you need to apply for a [Special Event Revocable Street Occupancy Permit \(SERSOP\)](#) from the Department of Transportation and Infrastructure (DOTI). To do so, you must upload the following documents to your OSE application.

- A traffic control plan from a barricade company of your choosing (we cannot recommend one for you).
- A certificate of insurance listing the City and County of Denver as the certificate holder.
- A Community Notification Flyer (details of the closure you will distribute to affected businesses and residents).
- A site map detailing what will be placed on the street or sidewalk.



Send questions about closing a street, alley, or sidewalk for your event to transportationmc@denvergov.org.

D. PARKING METER RESERVATIONS

DEADLINE: 60 days prior to event

CONTACT: 303-446-3759

If you need to reserve parking meters for your event, you must obtain a Meter Bagging Permit from the Department of Transportation and Infrastructure (DOTI). Meters bagged for your event may be used for event infrastructure/event production and cannot be used for parking personal vehicles. NOTE: If you are closing streets, all meters within that closure must be bagged.

To obtain a Meter Bagging Permit you need to submit a [Special Event Meter Request Form](#) to dotipermitoperations@denvergov.org and pay related fees within 48 hours of receiving the invoice. The application should be submitted at least 60 days prior to your event date to help ensure the meters you need are available. You can apply up to



three days in advance of your event; however, there is no guarantee the meters you want will be available.

To complete the application, you must provide the meter numbers (located on the meters) for each meter you want to permit. Meter numbers may change from year to year, so visit the event site to verify the meter numbers each time you apply.

Bags will be placed on the reserved meter heads in advance of your event. Yellow bags signify only vehicles displaying the meter permit can park at those metered spaces. Red bags signify that NO vehicles can park at those spaces.

Please call the DOTI Meter Team 303-446-3759 with questions.

E. EMERGENCY MEDICAL REQUIREMENTS

DEADLINE: 60 days prior to event

CONTACT: DDPHEInformation@denvergov.org

Event organizers must be prepared for injuries and accidents to happen at their events. Denver's Department of Public Health and Environment (DDPHE) developed Emergency Medical Requirements (EMR) and rules and regulations to help protect public health at special events.

All events must develop a Health and Medical Plan (HMP) in order to meet the EMR using the following resources:

- The [EMR fact sheet](#) outlines the components of an HMP, including the submission and review process.
- The [Special Event Health and Medical Plan Matrix](#) outlines the different requirements and recommendations based on estimated attendance and footprint.
- A [Special Events Health and Medical Plan Sample Template](#).

Visit [DDPHE's website](#) for more information. Additionally, DDPHE can meet with event organizers one-on-one to review their HMP and provide feedback.

Email DDPHEInformation@denvergov.org to request a meeting.

F. AMPLIFIED SOUND LIMITS

DEADLINE: 60 days prior to event

CONTACT: justin.lamascus@denvergov.org and nathaniel.rosenberg@denvergov.org

Review the [Denver Special Events Noise Fact Sheet](#) to learn about permissible noise levels and how to manage and monitor them during your event.

If your event includes any type of amplified sound (e.g., live music, DJs, speakers, airhorns, musical instruments, generators, etc.), it is critical you understand and comply with the Denver Noise Ordinance. **Noise Ordinance citations can result in fines up to \$5,000 per day.**

The Denver Department of Public Health and Environment (DDPHE) requires all event applicants to complete and upload the [Noise Ordinance Requirements Worksheet](#) to their OSE application, regardless of the event's use of amplified sound and/or mechanical equipment. The worksheet information determines if the event qualifies for a festival exemption which allows for increased noise levels.



If your event will feature amplified sound, you must complete the [Electronic Communications Agreement form](#) and contact DDPHE at justin.lamascus@denvergov.org or nathaniel.rosenberg@denvergov.org 60 days prior to your event date.

G. COMMUNITY NOTIFICATIONS

DEADLINE: 45 days prior to event

CONTACT: denverevents@denvergov.org

Event organizers are required to notify impacted residents and business about event hours, road closures, parking restrictions, amplified sound, etc. It is important so the impacted community can plan for the event appropriately.

At minimum, you must follow the steps below in preparing and distributing your community notifications.

1. Create a notification flyer that includes the content and follows the format of OSE's Community Notification Flyer.
2. Upload your notification flyer to your OSE application for review, 60 days prior to your event.
3. Distribute the approved notification flyer by email to the following, 45 days (or asap) before the event, then again one week before the event. Include a direct request asking recipients to share the information with their communities via newsletters, websites, social media, Next Door, and word-of-mouth, etc. When emailing, please CC all recipients and OSE at denverevents@denvergov.org for verification purposes.
 - Registered Neighborhood Organizations (RNOs) and Business Improvement Districts (BIDs) that will be impacted by your event. Go to www.denvergov.org/RNO to find a map, list, and contact information for Denver RNOs and BIDs.

- City Council office(s) that represent the district(s) impacted by your event. Find the City Council district map and contact information at www.denvergov.org/citycouncil.
 - Denver Police Department District(s) that serve the communities impacted by your event. Find DPD district contact information on the [Denver Police Stations](#) webpage.
4. If your event includes road closures and/or is expecting more than 3,000 attendees, hand-deliver notification flyers to impacted residences, businesses, and community centers (e.g., churches, schools, etc.) extending one city block from all road closures and/or around your event perimeter. When possible, make a clear and direct request to businesses and apartment/condo complexes to post the flyers in common areas for their customers and residents to see.

H. REGIONAL TRANSPORTATION DISTRICT (RTD) REQUIREMENTS

DEADLINE: 45 days prior to event

CONTACT: 303-299-6928

The Regional Transportation District (RTD) provides bus and light rail transit service in Denver, Boulder, and surrounding cities. RTD approval is required if your event will disrupt RTD bus or light rail service. Review the [Events that Impact RTD Service Fact Sheet](#) for more information.

Bus: If your event will impact an RTD bus route, bus stop, or bus station, you must contact RTD at least 45 days before your event to request rerouting. [Review the RTD bus system map](#) to see if your event footprint will impact RTD bus service.

Contact Greg Wing at Greg.Wing@rtd-denver.com and Tim Lucero at Timothy.Lucero@rtd-denver.com or call 303-299-6928 with your request or for more information.

Rail: Event organizers MUST plan their event route or footprint in a way to not impact light rail service. Review the [RTD Rail System Route Map](#) and the [Downtown Denver Rail Detail Map](#) to check if your event route or footprint will interfere with RTD Light Rail service.



For any questions about Light Rail impacts call 303-299-3442 or contact Tegan Rice at Tegan.Rice@rtd-denver.com, Duane Sayers at Duane.Sayers@rtd-denver.com, Christina Bennet at Christina.bennett@rtd-denver.com, or Clara Bechtel at Clara.Bechtels@rtd-denver.com.

I. EMERGENCY ACTION PLAN REQUIREMENTS

DEADLINE: 30 days prior to event

CONTACT: courtney.bennet@denvergov.org

Special events in the City and County of Denver are required to have an Emergency Action Plan (EAP) that clearly defines the steps to mitigate risks at an event, and a process to follow should an emergency situation occur.



The EAP is a separate form but works in conjunction with your Health Medical Plan (HMP). Every EAP must be tailored to site-specific conditions as well as the scope of the event, the potential risks to spectators and participants, community impact, and the support required (including personnel, equipment, and logistics).

At minimum, all events must submit an emergency action plan that covers the required information outlined in this [EAP template](#). An [EAP template](#) is provided if no such plan already exists for your event. Events expecting attendance of more than 10,000 per day must submit a more detailed emergency action plan.

Additional information on Emergency Action Plans can be found on the [OSE Education Programs and Resources page](#).

For questions about event emergency preparedness please contact the [Office of Emergency Management](#) at courtney.bernet@denvergov.org or 720-865-7600.

J. PARADES, RUNS AND RIDES ON DENVER STREETS

DEADLINE: 30 days prior to event

CONTACT: dpdspecialevnts-dpd@denvergov.org

Parades, runs, walks, and rides held on Denver public streets are required to obtain a permit from the Denver Police Department's (DPD) Special Events Unit (SEU).

DPD Parade Permit applications must be submitted in person at least 30 days prior to your event date, and no more than 200 days prior to your event date. DPD office location and hours can be found on [DPD's website](#). Once reviewed and approved, a permit will be issued by DPD.



Routes are NOT approved until DPD issues a permit.

NOTE: DPD will not plan routes for special events. The route and maps should be completed prior to submitting the DPD Parade Permit application.

More information on permit applications for parades, marches, races, runs, and walks can be found on the [OSE website](#). To make an appointment with DPD, please contact the DPD Special Events Unit at dpdspecialevents-dpd@denvergov.org or 720-337-1030.

K. HIRING OFF-DUTY DENVER POLICE OFFICERS

DEADLINE: 30 days prior to event

CONTACT: Analisa.ortiz@denvergov.org

If police security is required or desired at your event, you will need to contact the Office of Secondary Employment at least 30 days in advance of your event date at 720-337-0771 or Analisa.ortiz@denvergov.org.



L. HIRING EVENT SECURITY

DEADLINE: 30 days prior to event

CONTACT: licenses@denvergov.org

If security is required or desired at your event, you must verify the company and security guards working the event are licensed in the City and County of Denver. More information on this process can be found on the [Department of Excise and License website](#).

If your security vendor is not already licensed in Denver, they must apply for licensing 30 days prior to your event.

For questions regarding Security Guard Licenses, please contact the Department of Excise and License at licenses@denvergov.org or call [311](tel:311).



M. SELLING OR SERVING ALCOHOL

DEADLINE: 30 days prior to event

CONTACT: exlapplications@denvergov.org

Only non-profit organizations can apply for a Special Event Liquor Permit and all proceeds from alcohol sales must benefit that non-profit.

Liquor Permit requests must be submitted to the Department of Excise and Licenses a minimum of 30 days prior to your event date.



The nonprofit Employer Identification Number (EIN) and a Certificate of Good Standing from the Colorado Secretary of State as well as several other supporting documents will be required to submit your application. Find related resources, including the list of required documents and the online application on the [Business Licensing Center's website](#).

- **Parks:** If your event is held in a Denver park, you will need a copy of your preliminary park permit to apply for a Special Event Liquor Permit.
- **Streets:** If the event is held on a street, sidewalk, alley or plaza, approval of your Revocable Street Occupancy Permit (RSOP) is required to apply, and a copy of your RSOP will be needed for issuance a Special Event Liquor Permit.
- **Entertainment:** If your event will feature entertainment as well as alcohol, a Special Event Cabaret Permit is also required. The [Special Event Cabaret Permit Application](#) form should be completed and submitted with the other required documents for the Special Event Liquor License.
- **Fire Review:** A fire permit invoice is required as supporting documentation which means **you will need to apply for a fire permit 45 days prior to your event instead of 30 if you need a special event liquor permit**. If no fire permit is needed for your event, you will need a confirmation email from the Denver Fire Department (DFD) to apply for your special event liquor permit.

Contact the Excise and License Department with any questions about the Special Event Liquor Permit or Cabaret Permit at exlapplications@denvergov.org or call 311.

N. GENERATOR REQUIREMENTS

DEADLINE: 30 days prior to event

CONTACTS: specialeventsDFD@denvergov.org and carol.pafford@denvergov.org

The use of generators 5kw and over require two different Denver permits.

1. A Denver Fire Permit is required for fuel to be used for the generator. The [permit application](#) must be submitted no later than 30 days prior to the event date. For questions regarding Fire Permits, contact the Denver Fire Department at 720.913.3464 or specialeventsDFD@denvergov.org.

2. An Electrical Permit from Denver Development Services is also required. Only a licensed electrician can apply for an Electrical Permit and an on-site inspection is required. You must ensure that your generator vendor has all the proper licenses for any generators at your event. Contact Development Services at 720.865.2827 or carol.pafford@denvergov.org for more information.



If using a portable generator under 5kW, a permit is not needed. However, [refer to this document](#) for guidance on acceptable use.

O. TENT AND FIRE REQUIREMENTS

DEADLINE: 30 days prior to event

CONTACT: specialeventsDFD@denvergov.org

Tents over 200 square feet require a Denver Fire Permit. Propane, open flames, fuel storage, and pyrotechnics must also be permitted by the fire department. The [permit application](#) must be submitted no later than 30 days prior to the event date.

Contact the Denver Fire Department at 720.913.3464 or specialeventsDFD@denvergov.org with any questions.

P. STAGE AND STRUCTURE REQUIREMENTS

DEADLINE: 30 days prior to event

CONTACT: addison.macmahon@denvergov.org

To ensure the safety of those on and around event stages and structures, some will require building permits from Denver Development Services. Event organizers are responsible for ensuring that the stages and structures at your event are properly permitted by the vendor.

Only a Denver licensed contractor can apply for a building permit. Stages and structures that require a building permit also require on-site inspections. Review [Denver's Temporary Stage or Structure Permit Policy](#).

The temporary stage or structure permit application is submitted on [E-permits](#):

- Permit Type – select “Building Log”
- Under Project Information:
- For Project Classification – select “Commercial or Multi-family Building”
- For Project Scope – select “Tenant Finish/Remodel”
- Select check box for “Commercial Walk-Through Project”
- Clearly indicate in the project description that this is a "Special Event" permit.



More information on this process can be found on the [Community Planning and Development website](#).

Contact Development Services at 720.865.2812 or addison.macmahon@denvergov.org with questions.

Q. SALES TAX LICENSING

DEADLINE: 30 days prior to event

CONTACT: 720-913-9300

You must advise all vendors selling any items at your event that the collection and remittance of Denver sales tax is required.

For existing brick and mortar businesses or licensed Denver vendors with a current Denver sales tax license, no additional license or fee is required. Any sales made at the special event will be included on regular sales tax returns for that period.

Non-local or pop-up vendors must register for a Special Event Sales Tax account; [register for account online](#) by selecting "Register or File for Special Event".

More information can be found on [Denver's Treasury website](#) (see the "Special Event Sales Tax" section at the bottom of webpage) and questions about Denver City Taxes may be directed to the Treasury Department 720-913-9446.

R. ADMISSION BASED EVENT REQUIREMENTS

DEADLINE: 30 days prior to event

CONTACT: taxauditadmin@denvergov.org

Note: Admission Based Event (ABE) requirements do not apply to races, runs, walks, or rides.

If your event is admission based, you will need to contact the Treasury Department at 720.913.9955 or taxauditadmin@denvergov.org before beginning ticket sales. Event organizers are responsible for collecting and submitting the seat tax to the City and County of Denver. Review the [City and County of Denver Tax Guide](#) to see if your event is required to pay this tax. More information can be found on [Denver's Treasury website](#) (see "Facilities Development Admission (FDA) Tax").

Admission-based events (ABE) held in Denver parks may also need to pay a percentage of the admission revenue to the Department of Parks and Recreation. (NOTE: Admission-based events are only allowed in a few Denver parks – contact the [Parks Permit Office](#) for more information.)

- Park permit fees for ABE activities are 1.5 times the normal park permit fee
- 15% of your gross ticket sales (including tickets sold within a sponsorship package) are due to the City
- Contact the Treasury Department at auditsupport@denvergov.org or 720.913.9955 to complete an application regarding the Facilities Development Assessment Tax (“Seat Tax”)
 - If Treasury determines your activity is not exempt from the “Seat Tax”, you will pay Treasury 10% and Denver Parks and Recreation 5%
 - If Treasury determines your activity is exempt from the “Seat Tax”, you will pay Denver Parks and Recreation 15%
- A ticket manifest must be provided to Denver Parks and Recreation no later than 72 business hours after the end of your permit
- Denver Parks and Recreation will generate your invoice within 72 business hours. The fee deadline will be 30 calendar days from date of invoice. Your fee and payment due date to Treasury is determined and processed by their office

S. NEW for 2024! WASTE MANAGEMENT PLAN

DEADLINE: 30 days prior to event

CONTACT: denverevents@denvergov.org

On November 8, 2022, 70% of Denver voters approved the Waste No More ballot initiative requiring permitted events to submit a waste management plan and provide three-stream waste collection (trash, recycling, and organic material) with appropriate signage.

At this time, three-stream waste collection is not enforced; however, a Waste Management Plan is required to obtain your permit.

Please complete the [Waste Management Plan template](#) and use 2024 as a year to prepare for full implementation of three-stream waste collection at your event in 2025.



***Please note that events that do NOT serve or sell food or beverages are exempt from three-stream waste collection. ***

T. FOOD VENDOR APPROVAL AND LICENSING

DEADLINE: 30 days prior to event

CONTACT: DDPHE at phicomments@denvergov.org and EXL at licenses@denvergov.org

Food vendors are important element of many events. For the health and safety of attendees, event organizers must ensure all food vendors are properly licensed. Your event may be fined if vendors are not licensed or if there are several vendors not following public health regulations.



Follow the links below to find instructions on necessary steps to obtain the license for the corresponding food business.

[Restaurant Temporary](#) – a vendor selling food from a table/tent set-up (excludes those operating under the [cottage food act](#)). NOTE: If a facility already has a valid restaurant temporary license, then only the event needs to be added to their license.

[Retail Food Mobile License](#) – a vendor selling from a mobile unit (cart or truck). NOTE: This license can take multiple weeks to obtain, so please allow yourself time.

A brick-and-mortar restaurant must obtain a restaurant temporary license to operate at an event; a brick-and-mortar license is not reciprocal. To find out if a business has a valid, proper license, please utilize the [Active Business Licenses spreadsheet](#).

NOTE on CBD: If consumable CBD is distributed or sold, a Cease and Desist may be issued to vendors who cannot prove their CBD is from an approved source or are not following regulations related to proper food storage and handling. Review the Guide for [CBD Product Sales at Special Events](#) for more information.

Review additional information and resources on [DDPHE's website](#).

U. MARIJUANA RELATED GUIDELINES

DEADLINE: 30 days prior to event

CONTACT: MarijuanaInfo@Denvergov.org

Marijuana consumption is not permitted on public property. There are also [strict marijuana advertising restrictions](#) at special events.

NOTE about marijuana-related product sales: If any vendors sell marijuana products at your event, a list of those vendors must be uploaded to your OSE application no less than 30 days in advance of your event date.

Contact your OSE EPS for more information if you plan to have any marijuana related vendors, booths, or sponsors at your event.

V. TATTOOS AND BODY PIERCING LICENSING

DEADLINE: 30 days prior to event

CONTACT: reid.matsuda@denvergov.org

If your event includes vendors tattooing and/or body piercing attendees, contact Reid Matsuda at reid.matsuda@denvergov.org at the Denver Department of Public Health and Environment (DDPHE) for licensing information.

[Temporary body art establishment](#) permit applications must be submitted no fewer than 30 days before the start of the event.

As the event organizer, it is your responsibility to ensure all Body Artists are licensed in Denver or obtain a [temporary body artist license](#). Temporary body artist licenses must be applied for no more than 30 days prior to your event.

W. WATER FEATURES APPROVAL

DEADLINE: 30 days prior to event

CONTACT: phicomments@denvergov.org

Water features such as swimming pools, water rides, and other water attractions must be reviewed and approved by the Denver Department of Public Health and Environment (DDPHE) a minimum of 30 days prior to operation at your event. You will need to contact DDPHE at phicomments@denvergov.org to schedule approvals and inspections. For events in parks, approval from the Department of Parks and Recreation may also be required.

X. FILM AND DRONE GUIDELINES

DEADLINE: 5 business days prior to shoot date for Film Permit

CONTACT: Office of Special Events, Point of Contact

Event organizers who hold a permit for an event space can film and take photographs at the event without obtaining additional permits unless a drone is being used.

The use of drones at events in Denver requires a Film Permit and must provide proof of an [Aviation Certificate Of Insurance](#), [FAA Pilot's license](#) and [Aircraft Registration](#).

Other film and photography projects not related to a permitted special event may require a Film Permit from OSE. Find out more about film permits and complete an online [film permit application](#).



Y. ENSURING ACCESSIBILITY

DEADLINE: Disability related accommodation requests: at least three business days' notice

CONTACT: DisabilityAccess@denvergov.org and SignLanguageServices@denvergov.org

Events in parks and the public right-of-way must be accessible to everyone, including event attendees and passersby who need to get around your event. Review the [ADA Events Planning Checklist](#) for important information and guidance.

If you need a sign language interpreter or Communication Access Realtime Translation (CART) services for your event, contact SignLanguageServices@denvergov.org with at least a three business days' notice.

Contact the Division of Disability Rights at DisabilityAccess@denvergov.org with any other disability-related accommodation requests or questions.

Z. GREENING UP YOUR EVENT

NO DEADLINE

CONTACT: certifiablygreendevon@denvergov.org

The Certifiably Green Denver program offers resources to organizers who want to make their event more sustainable. The program also offers free consultations for event organizers to learn more about including sustainable practices at their events. You can work with Certifiably Green Denver to improve the sustainability of certain areas of your event or work to get your event fully certified.

Learn more about Denver's [Certifiably Green Denver](#) program.