

Department Policy and Procedures - Draft

Policy Name: **Admissions Based Events**

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Contents

1.0 Policy

2.0 Definitions

3.0 Authority & Applicability

4.0 Background

5.0 Park Facilities Authorized for Admissions Based Events; Restrictions

6.0 Procedures

7.0 Fees

1.0 POLICY

The purpose of this Admissions Based Events Policy (**Policy**) is to establish the policy of the Department of Parks and Recreation (**DPR**) and implementing rules and regulations with respect to permitting of admission-based or ticketed events in DPR parks and related facilities. It is the intention of the DPR to provide the citizens of Denver the broadest range of opportunities to enjoy admissions-based or ticketed events held in DPR parks and related facilities subject to the qualifications, restrictions and criteria of this Policy.

2.0 DEFINITIONS

2.1 “**Park Facility**” means those Festival Permit Sites, Event Facility Permit Sites, and Special Occasion Permit Sites listed in section 5.0 of this Policy subject to the applicability limitations stated in subsection 3.2 of this Policy.

2.2 “**Admissions Based Event**” means any kind of event for which a private entity has to obtain a DPR permit and for which an admission will be charged, a paid ticket for entry will be required, or where other consideration must be provided in order to enter the permitted space within a Park Facility.

3.0 AUTHORITY & APPLICABILITY

3.1 Authority. Under section 2.4.4 of the City Charter, the management, operation and control all parks and facilities owned by the City and County of Denver for park and recreational purposes are under the exclusive control of DPR and its Manager. Fees for the use of such parks and facilities and the enforcement of rules and regulations adopted by the DPR Manager for the public's use of such parks and facilities are provided by ordinance. All City ordinances and all rules and regulations adopted by the DPR Manager restricting or prescribing the public's use of such facilities shall be applicable in addition to the qualifications, restrictions, and requirements of this Policy and any terms and conditions contained in the issued Permit.

3.2 Applicability. This Policy shall be applicable to Parks Facilities as defined in this Policy. This Policy does not replace, pre-empt or supersede any other DPR policy or rules and regulations currently in place or which may be adopted in the future except to the extent expressly stated in this Policy and necessary to implement this Policy and its rules and regulations. This Policy does not modify the DPR Alcohol Policy which shall be applicable to Admissions Based Events at which alcohol beverages are sold, served, and/or consumed. This Policy does not apply to:

3.2.1 Recreation facilities covered under the DPR Recreation Facility Permitting Policy;

3.2.2 Any facility under DPR jurisdiction for which a cooperative agreement or other contractual arrangement has been entered with a private entity or other governmental entity for the management and operation of that facility, including but not limited to the Denver Zoo, the Museum of Nature and Science, the Botanic Gardens, Gates Tennis Center, and Four Mile Historic Park; and golf concessions;

3.2.3 Any facility under DPR jurisdiction for which DPR assesses or collects an admission charge, such as the Buffalo Bill Museum and City-operated golf courses;

3.2.4 Any fees or charges that organizers or sponsors who obtain DPR-issued permits for holding race or walk events in a DPR parks may require from participants in the race or walk events; and

3.2.5 Any fees or charges that teams or team sponsors with DPR-issued permits for DPR athletic fields may impose upon players or other active participants in sporting events played on DPR athletic fields or upon spectators attending these sporting events.

4.0 BACKGROUND

Increasingly over the years, citizens and event organizations contacted DPR to clarify the implementation of admissions based events in the Denver Park system. To ensure a broad level of participation, DPR invited a diverse group of individuals & organizations to join in the discussion including representatives from all City Council offices, 20 members of

festival and concert promoter groups, 9 Park Advocacy Groups, and 15 Neighborhood Organizations (targeting those entities located around parks that were more likely to be impacted by such a policy). After two years of research, deliberation and policy development, the Task Force recommended the Department allow admissions based events, in DPR Park Facilities. Taking into consideration scope, neighborhood impact and based on reasonable parameters and permitting guidelines, the following Park Facilities listed in Section 5.1 were identified as permissible sites for Admissions Based Events subject to the specified restrictions and permitting procedures.

5.0 PARK FACILITIES AUTHORIZED FOR ADMISSIONS BASED EVENTS; RESTRICTIONS

5.1 **Permit Sites.** The following Park Facilities are authorized as sites allowing Admissions Based Events:

Festival Permit Sites

City Park
Civic Center Park
Confluence Park
Denver Performing Art Sculpture Park
Skyline Park
Sloan's Lake Park
Central Park – Stapleton
*Parkfield Park
*Ruby Hill Park
*Lowry Great Lawn

* These sites do not permit the sale or service of alcohol beverages for festival events. See Alcohol Policy.

Event Facility Permit Sites

Montclair Civic Building
Chief Hosa Lodge
Washington Park Boathouse
City Park Pavilion

Special Occasion Permit Sites

Centennial Gardens
City Park (Flower Garden & Meadow)
Confluence Park
Skyline Park (South, Mid & North)
Stapleton Central Park

Sites may be added to the permit site list for Admissions Based Events by the DPR Manager if a request is received and after an open community process to introduce the

potential new site and solicit feedback through the DPR Advisory Board is performed. This process shall be subject, at a minimum, to the rulemaking criteria in section 39-2, DRMC.

5.2 **Restrictions.** The following restrictions shall be applicable to the Permit Sites listed in subsection 5.1:

5.2.1 No more than one Admissions Based Event shall be held in any Festival Permit Site within any fifteen (15) day period. Admissions Based Events are scheduled on a first come/first served basis.

5.2.2 An Admissions Based Event held in Festival Permit Site shall occupy no more than twenty (20) percent of the park in which the Festival Permit Site is located or twenty (20) acres, whichever is smaller. The DPR Manager reserves the right to designate a specific location within a park containing Festival Permit Site for the Admissions Based Event which is in compliance with the restriction of this subsection 5.2.1. The area and location of the Admissions Based Event will be specified in the issued permit.

5.2.3 An Admissions Based Event held at an Event Facility Permit Site shall not extend beyond the ordinary permitted area for the Event Facility, as provided in the issued permit.

5.2.4 An Admissions Based Event held at a Special Occasion Permit Site shall not extend outside the facility or location approved for Special Occasion events, as provided in the issued permit. Special Occasion permits are issued solely for private events at which all attendees are present by invitation only.

5.2.5 In order to assure that no one party dominates the use of Parks facilities for Admissions Based Events, no one party will be allowed to obtain more than one permit more frequently than once every thirty (30) days for any Admissions Based Event. **“One party”** shall mean: 1) any organization or entity or its parent, subsidiary, or affiliated organization or entity; 2) any person employed by or serving as an officer or director of any organization or entity which held an Admissions Based Event during the prior thirty (30) days; 3) any one person, married couple, or single family (mother, father, brothers, and sisters); and 4) any person or entity acting as agent or representative of, or applying for a permit for the use of, any of the parties described in 1) through 3) above who held an Admissions Based Event during the prior thirty (30) days.

5.2.6 An Admissions Based Event to be held at any Festival Permit Site, Event Facility Permit Site, or Special Occasion Permit Site must comply with the DPR Alcohol Policy and state and local liquor licensing requirements if alcohol beverages are to be sold, served, and/or consumed on DPR property.

5.2.7 The permit holder for the Admissions Based Event shall ensure that all DPR rules, regulations, and policies and the ordinances and laws of City and County of Denver and the State of Colorado, as well as all permit requirements, conditions, and

restrictions in the issued permit, are adhered to with respect to the Event. A permit may be revoked for failure to comply.

6.0 PROCEDURES FOR ADMISSIONS BASED EVENT PERMITS

A permit must be obtained expressly allowing for an Admissions Based Event from the DPR Facility Use Permit Office, located at 201 West Colfax Avenue in Denver, or online at www.denvergov.org/permitting.

Permit applications are to be completed and submitted, along with all other required documentation, to the DPR Facility Use Permit Office no less than 30 days prior to the event date. The Manager of Parks and Recreation reserves the right to decline a request for a permit. Permits that have been denied for noncompliance issues may be resubmitted upon addressing all noncompliance issues as long as they are within the 30-day notification period. Noncompliance with requests for additional information or data will result in the denial of the permit.

7.0 FEES, CHARGES & TAXES

7.1 **Fees and charges**, set forth in section 39-121, DRMC, or elsewhere as authorized by section 39-121, DRMC, shall be applicable for permits issued for Admissions Based Events held at a Festival Permit Site, Event Facility Permit Site, and Special Occasion Permit Site.

7.2 **Seat Tax.** If Denver's Facilities Development Admissions Tax (a/k/a Seat Tax) is applicable to the Admissions Based Event, a 10% tax on all such admission, registration or participation fees or charges must be specified as a separate charge on the ticket or admissions form issued, collected and tendered to the Denver Department of Finance. All applicants for permits for an Admissions Based Event are advised to consult with the Denver Department of Finance well in advance of an Admissions Based Event and may be required by DPR to demonstrate whether the Seat Tax is applicable and, if so, how it will be complied with.

7.3 **Other charges and costs** for equipment, stages, show wagon, and support by DPR staff associated with the Admission Based Event shall be assessed in accordance with rates and requirements set by the DPR Manager.