



Democratic National Convention  
August 25—August 28, 2008



DENVER  
THE MILE HIGH CITY



## Extraordinary Event Permit & License Information

**Welcome** to Denver's online information center for permits and licenses. You have come to this site because you wish to produce a special event or are seeking permits and licenses within the Downtown Denver area during the Democratic National Convention. On this website, you will find information about the Extraordinary Event; our Downtown Denver boundary, park sites, and as well various permits and licenses you might need to produce your special event.

If you are **not** seeking a permit or license for an event in the time period between August 15-31, 2008, or within the Downtown Boundary, please refer to [www.denvergov.org/specialevents](http://www.denvergov.org/specialevents).

We hope you find this information helpful with your event planning. If you have questions or need personal assistance, contact Kevin Scott the DNC 2008 Permit Liaison at 720-865-4330, or by email: [DNC2008Permits@Denvergov.org](mailto:DNC2008Permits@Denvergov.org)

Your **first step** is to fill out the **Extraordinary Event Permit and License Request Form** and return it to Kevin Scott as indicated on the form. Kevin will confirm receipt of your request, help you understand our City's permitting and licensing processes and will assist you in planning your successful event.

Due to the unknown transportation and security requirements of this Extraordinary Event, all permit and license requests within the boundary and timeframe will be reviewed by the Extraordinary Event Permit and License Review Committee. The City reserves the right to deny, revoke or modify any permit or license if the City deems such action necessary in the interest of public safety and security.

***Thank you for your interest in coming to Denver for the 2008 Democratic National Convention!***

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
**Contact:** Kevin Scott  
Denver Permit Liaison  
Email: [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org)  
Tele: 720-865-4330 Fax: 720-865-4315

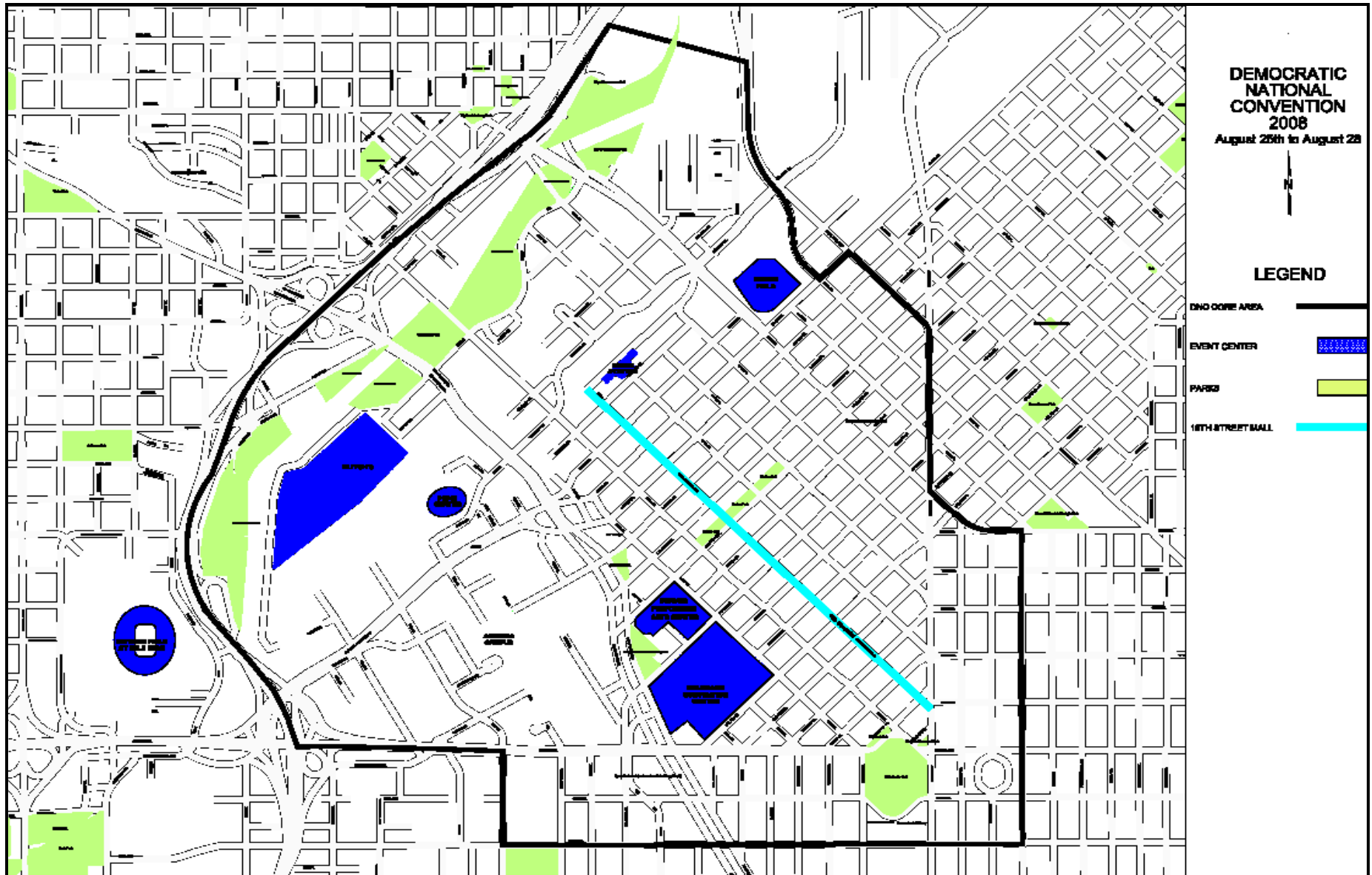


Democratic National Convention  
August 15 - August 31, 2008



DENVER  
THE MILE HIGH CITY

## Boundaries for the Democratic National Convention - Extraordinary Event 2008 August 15– August 31, 2008





Democratic National Convention  
August 25– August 28, 2008



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**Extraordinary Event 2008** 8/15-8/31

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6 & 6a	Public Works
7	Denver Police Dept.
8&a,b,c,d	Excise & Licenses
9&9a	Environmental Health/Public Health Inspection
10&a,b	Denver Fire Dept.
11 & 11a	Community Planning & Development
12	Film & Television
13	Other: Downtown Denver BID Commons Park Centennial Gardens Colorado State Capitol City & County of Denver
	Declaration of Extraordinary Event

The **Extraordinary Event 2008 Application Process** pertains to required permits and licenses located within the designated boundary area from August 15 thru August 31, 2008. Refer to Denver Permits & Licenses (3 & 3a) and Boundary Map.

**General Information**

- Permits and licenses issued by the City & County of Denver are non-transferable.
- Requests for permits and licenses outside the boundaries will follow the standard City procedures
- Organizations or individuals may submit requests for more than one park site or parade route date and/or times.
- If a request involves a desire for multiple days or times in the same location, requests must be submitted for each requested day and the lottery process will determine the outcome.
- If the selected applicant (determined by lottery) decides: A) not to continue with the application process or B) fails to abide by the necessary application requirements (submission dates, etc) their application will be rescinded and an alternate notified.
- **The last day to submit a request form and apply for the Extraordinary Event 2008 will be Monday, August 11, 2008.**

**Note:** It is important to read instructions and completely fill out and submit necessary forms to prevent delays.

**Step 1 Extraordinary Event 2008 Request Form(s)** Complete and submit forms on page 2, 2a, 3 & 3a. These forms are required for all permit & license requests. **Note:** Refer to the individual department permit descriptions for details pertaining to the application process.

**Step 2 Submit Request Forms: Fax (720-865-4315) or email DNC2008permits@denvergov.org** your completed forms. A confirmation will be sent to acknowledge that the request has been received. All requests will be given a 'tracking' number which must be included on all correspondence.

**Step 3 Request Review** Completed requests will be reviewed by the Extraordinary Event Permit and License Review Committee, composed of senior representatives of city agencies who have the responsibility of reviewing and guiding the application process. **Acceptance or denial notices will be sent within 5 business days of submission.**

**Step 4 Accepted Requests** Upon notification of acceptance, information will be provided including confirmation of required permits or licenses, application links, and information about the application process - including submission deadlines. **Note:** If multiple requests are received for the same time, date and location, a lottery will occur. See Lottery Procedure below

**Step 5 Application Process** After the request is accepted, and a lottery held if necessary, the applicant will complete all necessary application forms and submit them to: **Attn: Kevin Scott at fax 720-865-4315 or email DNC2008permits@Denvergov.org.** Please refer to all necessary application guidelines including submission dates for each particular license or permit. **The Review Committee will review all applications and notify the applicant within five (5) business days of the decision.**

**Step 6 Extraordinary Event 2008 Permit** After all necessary permits have been approved, and fees paid, an Extraordinary Event 2008 Permit will be issued. This document agreement, signed by the applicant, acknowledges that all necessary permits have been approved and that conditions of the permit will be followed. This signed permit will be issued within three(3) business days.

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
**Contact:**  
Kevin Scott- DNC2008 Permit Liaison  
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Commons Park  
Centennial Gardens  
Colorado State Capitol  
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**Extraordinary Event Application Process (continued)**

**Permit**

- Submitted **Extraordinary Event Permit and License Request Forms** will be accepted from **March 3—August 11, 2008.**
- To be considered for the anticipated March 18 lottery for park sites, requests must be received by 5:00pm on 3/14
- If more than one permit request or license request is submitted for a park, parade route, street location, etc. for the same time, date and location, within the Extraordinary Event boundaries and from August 15-August 30, then a lottery will be held to determine an applicant.
- A transparent blind lottery with impartial oversight will be held.
- Individuals or representatives indicated on the request form are not required to be present during the lottery, but are welcome to attend.
- It is anticipated that Parks and Recreation facilities and Parade requests will necessitate a lottery.
- **A lottery for Parks & Recreation facilities will take place on Tuesday March 18, in the Wellington E. Webb Municipal Building, 201 W. Colfax Ave. at 1:00pm.**
- A date for an anticipated Parade lottery will be announced when more information about a parade route has been determined. Parade requests will be accepted starting March 3, 2008. When additional information is available, the contact indicated on the request form will be notified.

**Lottery Process**

- If there are multiple requests, those requests will be entered into a drawing.
- One (1) request will be drawn and will be given priority in the application process. Two (2) additional names will be drawn as a second and third alternate. This will occur for each available day/time slot.
- If the initial lottery has been completed and there are sites or times available, requests which have not been awarded a site, including alternates, will enter a second (2nd) lottery. One (1) request will be drawn and they will be contacted and offered the site. Again, two (2) additional names will be drawn as a second and third alternate.
- The remaining requests, after the first and second rounds of the lottery have occurred, will be listed in order of their selection. These requests will be contacted, in order of their selection, and offered the remaining sites. The contacts, determined on the request form, can then choose to accept or not. This process will continue until all sites have been allocated or the entire list of request participants have been contacted.
- If sites are available after the lottery process has occurred, then available sites will be allocated on a first-come-first served basis.

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**Contact:** Kevin Scott  
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**Extraordinary Event Permit & License Request Form**

Step 1 Complete all pertinent information on request forms page **2, 2a, 3, 3a**

Step 2 Submit the completed forms to Kevin Scott by email: [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org) or by fax:

**Attn. Kevin Scott 720-865- 4315.** You will be notified upon receipt of your request.

**Note:** Particular permits may not be acted upon at this time due to security and safety concerns. It is advised that all necessary Request Forms be submitted and as information becomes available, the contact indicated on the request form will be notified and provided with updated information.

**Name of event/request:** \_\_\_\_\_

Organization/Individual submitting request \_\_\_\_\_

Address of organization/Individual \_\_\_\_\_

Web address of organization \_\_\_\_\_

Not for profit? \_\_\_Yes \_\_\_No If yes, indicate state and ID number \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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**Extraordinary Event Permit & License Request Form (con't)**

Name of Event/Request: \_\_\_\_\_

Describe Event/Request: \_\_\_\_\_

Requested date(s) \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_ Open to the Public \_\_\_ Yes \_\_\_ No

Number of anticipated attendees \_\_\_\_\_ Include? \_\_\_ Food \_\_\_ Beverages \_\_\_ Vending \_\_\_ Alcohol

Type of Event: **Street** \_\_\_ Parade \_\_\_ Special Event **Park** \_\_\_ Assembly \_\_\_ Special event \_\_\_ Other: \_\_\_\_\_

**Park - For additional information, see Parks + Recreation - Page 3a, & 5, 5a, 5b, 5c.**


Describe needs: (i.e. power, tents, platforms, cooking, special effects, etc.) (Submit additional information as needed)

**Parade - For additional information, see Denver Police Dept. - Page 7**

(Submit additional information as needed)

Describe needs:

**Designated Parade Route—when determined**

 Check the dates for which you may be interested in organizing a parade.

August 15\_\_ 16\_\_ 17\_\_ 18\_\_ 19\_\_ 20\_\_ 21\_\_ 22\_\_ 23\_\_ 24\_\_ 25\_\_ 26\_\_ 27\_\_ 28\_\_ 29\_\_ 30\_\_ 31\_\_


\_\_\_ Other parade routes (please describe preferred route)

**Other—** Please describe— (Submit additional information as needed— ex. meter request numbers)

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 Check areas indicating which permits and licenses you plan to apply and submit applications for. **Note:** Applications for all indicated permits and licenses will be available on March 17th, 2008 on [www.denvergov.org/dnc2008](http://www.denvergov.org/dnc2008). Refer to individual departmental descriptions for a more information.

**Parks & Recreation**

- Festival
- Assembly
- Picnic
- Special Occasion
- Race/Walk
- Athletic Field

**Public Works**

- Street Occupancy
- Meters
- Valet
- Push Cart
- Flower Cart
- Other Vending
- Banners
- Tables Chairs & Railings
- Peddlers (Excise & License)
- Horse Drawn Carriages
- Pedal Cabs
- Sampling

**Denver Police Department**

- Parade
- Special Event

**Denver Fire Department**

- Special Event
- Food Cart
- Tent or Canopy
- Festival
- Open Flame/Candle
- Pyrotechnics
- Increased Occupancy

**Excise & Licenses**

- Food Peddler
- Ice Cream Vendor
- Liquor New Hotel & Restaurant
- New Tavern
- Hotel & Restaurant—Temporary Modifications
- Merchant Guard Individual
- Merchant Guard Company
- Optional Premises permitted areas
- Special Event
- Peddler—Non Food
- Peddler—Sponsor
- Restaurant—Mobile
- Restaurant—Temporary
- Special Event Cabaret
- Taxi Driver
- Limousine Driver

**Community Planning & Development**

- Temporary use permit
- Certificate of Occupancy
- Temporary Buildings or Temporary Use
- Modifications Under Special Circumstances

**Environmental Health/Public Health Inspection**

- Temporary Event
- Mobile Units
- Food Peddlers
- Modification of Premises

**Film & Television**

- Parks
- PW right of Way
- Meters
- Street Occupancy

**Other:**

- Downtown Denver BID
- Colorado State Capitol Grounds
- Centennial Gardens
- Commons Park
- City & County of Denver

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X - Available for permitting from 9am-6pm only.  
R - Reserved



# Denver Park Date Request Form



Check requested park areas.

Daily permitted time—9:00 am to 11:00pm

	Aug 15th	Aug 16th	Aug 17th	Aug 18th	Aug 19th	Aug 20th	Aug 21st	Aug 22nd	Aug 23rd	Aug 24th	Aug 25th	Aug 26th	Aug 27th	Aug 28th	Aug 29th	Aug 30th	Aug 31st
<b>PARK</b> Approximate Capacities																	
<b>City of Cuernavaca Park</b> Capacity - 5,000																	
<b>Civic Center Park</b> Capacity - 25,000													X	R	R	R	R
<b>Creek Front Park</b> Capacity - 200																	
<b>Eddie Maestas Park</b> Capacity - 250																	
<b>Fishback Landing Park</b> Capacity - 250																	
<b>Gates Cresent Park</b> Capacity - 500																	
<b>MacIntosh Park</b> Capacity - 250																	
<b>Pioneer Monument Park</b> Capacity - 100																	
<b>Skyline Park - South</b> Capacity - 2,500																	
<b>Skyline Park - Middle/North</b> Capacity - 2,000																	
<b>Denver Skate Park</b> Capacity - 1,000																	
<b>Confluence Park</b> Capacity - 1,500											R						
<b>Cherry Creek Trail</b>																	
<b>Platte River Trail</b>																	

**Contact Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) Kevin Scott Phone: 720-865-4330 Fax 720-865-4315 E-Mail [DNC2008Permits@denvergov.org](mailto:DNC2008Permits@denvergov.org)



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**August 11, 2008** — Last Day to submit a permit or license for the DNC 2008

August 15– August 31, 2008 Extraordinary Event Time Period

March

Mon	Tue	Wed	Th	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**Denver Department of Parks + Recreation**

The Denver Department of Parks and Recreation offers over **40 park sites City-Wide** for a variety of uses that include: Community Festivals, Assemblies, Arts & Cultural Events, Concerts, Races and Walks, Promotional functions, Outreach and other large-scale public uses. We also provide the option of renting (on a first-come, first-served basis) mobile performance stages, a show wagon, chairs, generator, and PA system for your event. Denver Parks and Recreation requires that all events intended for public participation in our parks be properly permitted.

The following parks lie within the defined Downtown Boundary :

**Centennial Gardens** \*\* Please contact the Denver Botanic Gardens (Thomas Aljinovich—720-865-3603)

**City of Cuernavaca Park**

**Commons Park** \*\*please contact The Greenway Foundation (William J. Shoemaker-303-226-4500)

**Confluence Park**

**Fishback Landing Park**

**Platte River Trail**

**Cherry Creek Trail**

**Denver Skate Park**

**Creek Front Park**

**Civic Center Park**

**Eddie Maestas Park**

**MacIntosh Park**

**Gates Crescent Park**

**Pioneer Monument Park (Colfax & Broadway)**

**Skyline Park – South**

**Skyline Park - Middle/North**

**Daily permits will be issued for the period between 9:00 am and 11:00 pm**

Normal permitting policies and procedures will be followed during the Extraordinary Event for parks not listed above and for all park permits outside the Extraordinary Event timeframe.

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
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## Permit Descriptions– Parks & Recreation

PERMIT TYPE	FORMS & REQUIREMENTS	TIME FRAME	FEES	OTHER AGENCY REVIEW																		
<b>FESTIVAL</b> - open to the general public, feature commercial vendors, booths, stages. Alcohol may be served/sold per DPR policy	Festival permit Application form * Insurance Coverage * Police/Security * Trash/ sano-let Agreement * Fencing plan *Alcohol - license * Vendors list * Parking plan * Meet with park staff	<b>Application Deadlines</b>  <b>July 7, 2008</b> Festival with Alcohol- 45 days prior <b>July 22, 2008</b> Festival without Alcohol - 30 days prior	<table border="1"> <thead> <tr> <th>Attendees</th> <th>Fee</th> <th>With Alcohol</th> </tr> </thead> <tbody> <tr> <td>1-350</td> <td>\$230</td> <td>\$390</td> </tr> <tr> <td>351-3,000</td> <td>\$755</td> <td>\$1,270</td> </tr> <tr> <td>3,001-10,000</td> <td>\$925</td> <td>\$1,575</td> </tr> <tr> <td>10,001-25,000</td> <td>\$1,735</td> <td>\$2,700</td> </tr> <tr> <td>25,000+</td> <td>\$3,465</td> <td>\$5,300</td> </tr> </tbody> </table> Non profit = 50% of standard fee Damage deposit for 750+ = 75% of standard fee Application fee = \$25	Attendees	Fee	With Alcohol	1-350	\$230	\$390	351-3,000	\$755	\$1,270	3,001-10,000	\$925	\$1,575	10,001-25,000	\$1,735	\$2,700	25,000+	\$3,465	\$5,300	<b>General</b> - DPD Special Events Division <b>Vendors</b> - Excise & License, Envir.Health, <b>Sales</b> - Treasury <b>Street Closure</b> - Public Works
Attendees	Fee	With Alcohol																				
1-350	\$230	\$390																				
351-3,000	\$755	\$1,270																				
3,001-10,000	\$925	\$1,575																				
10,001-25,000	\$1,735	\$2,700																				
25,000+	\$3,465	\$5,300																				
<b>ASSEMBLY</b> - open to general public, primary purpose free speech, involve 50 people or more that involves the communication or expression of ideas, views or grievances,	* Application * Site Plan * Meeting with Park Staff	<b>Recommended Application Deadline August 8, 2008</b> for DNC Assemblies	No park permit fees required	<b>Street Closure</b> - Public Works																		
<b>SPECIAL OCCASION</b> - Private gathering at specific park locations. Serving of alcohol is allowed per DPR alcohol policy	Permit application * Insurance coverage * Trash and sanolet agreement * DPR Alcohol agreement If applicable	<b>Application Deadline</b> <b>July 7, 2008</b> for Special Occasion with alcohol <b>July 22, 2008</b> for Special Occasions without Alcohol	<b>Special Occasion sites for 25 to 350 people</b> Without alcohol = \$230 With alcohol = \$390 Application fee = \$25	<b>Street closure</b> - Public Works																		

**Contact Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) Kevin Scott Phone: 720-865-4330 Fax 720-865-4315 E-Mail [DNC2008Permits@denvergov.org](mailto:DNC2008Permits@denvergov.org)



**Democratic National Convention**  
**August 25 - August 28, 2008**



**DENVER**  
 THE MILE HIGH CITY

PERMIT TYPE	FORMS & REQUIREMENTS	TIME FRAME	FEEES	OTHER AGENCY REVIEW																		
<b>RACE/WALK</b> - organized race/ walk event with site/course approval	Permit application * Insurance Coverage * Police/Security * Trash/ sanolet Agreement * Fencing plan * Vendors list * Parking plan	<b>Application Deadline July 7, 2008</b> for Race /Walk with Alcohol <b>July 22, 2008</b> for Race /Walk without Alcohol	<table border="1"> <thead> <tr> <th>Attendees</th> <th>Fee</th> <th>With Alcohol</th> </tr> </thead> <tbody> <tr> <td>1-350</td> <td>\$230</td> <td>\$390</td> </tr> <tr> <td>351-3,000</td> <td>\$755</td> <td>\$1,270</td> </tr> <tr> <td>3,001-10,000</td> <td>\$925</td> <td>\$1,575</td> </tr> <tr> <td>10,001-25,000</td> <td>\$1,735</td> <td>\$2,700</td> </tr> <tr> <td>25,000+</td> <td>\$3,465</td> <td>\$5,300</td> </tr> </tbody> </table> Non profit = 50% of standard fee Damage deposit for 750+ = 75% of standard fee Application fee = \$25	Attendees	Fee	With Alcohol	1-350	\$230	\$390	351-3,000	\$755	\$1,270	3,001-10,000	\$925	\$1,575	10,001-25,000	\$1,735	\$2,700	25,000+	\$3,465	\$5,300	<b>General</b> - DPD Special Events Division <b>Vendors</b> - Excise & License, Envir.Health, <b>Sales</b> - Treasury <b>Street Closure</b> - Public Works
Attendees	Fee	With Alcohol																				
1-350	\$230	\$390																				
351-3,000	\$755	\$1,270																				
3,001-10,000	\$925	\$1,575																				
10,001-25,000	\$1,735	\$2,700																				
25,000+	\$3,465	\$5,300																				
<b>MOBILE STAGE PERMITS</b> - Show wagon 24' x 16' Performance Stage 32' x 22' Event must be within the city limits. Set-up and breakdown time 1.5 hours each. Must be located on asphalt or concrete surface	* Application form * Insurance coverage * Site diagram * Meet with Stage set-up crew to coordinate site	<b>Application Deadline August 1, 2008</b> for DNC events	Show wagon = \$305 per day Performance Stage = \$390 /day Generator (M-F) = \$220/day (Sat-Sun)= \$330 Delivery Charge = \$330 Sixty Chairs and PA system are available at no charge on first come-first serve basis *Application fee = \$25	<b>Street Closure</b> - Public Works																		
<b>TEMPORARY VENDING PERMITS</b> properly licensed vendors who sell food and non-alcoholic beverages at designated park sites. Only stationary food vending carts are permitted.	*Insurance documents * Application form * Commissary Document *Business License * Sales License * Menu with prices * Photo of cart or vehicle *Request for Certificate of Taxes Due	<b>Application Deadline</b> July 21, 2008 for the month of August - 2 week review process	Monthly Permit Fee = \$170 One Day Only Fee = \$85 *Application fee = \$15	Excise and License, Environmental Health, Treasury Department State of Colorado - Tax ID, Denver Fire Dept.																		

**Contact Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) **Kevin Scott** Phone: 720-865-4330 Fax 720-865-4315 E-Mail [DNC2008Permits@denvergov.org](mailto:DNC2008Permits@denvergov.org)



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PERMIT TYPE	FORMS & REQUIREMENTS	TIME FRAME	FEES	OTHER AGENCY REVIEW
<b>COMMERCIAL FILMING PERMIT</b> - required for any commercial filming or video within any Denver Park.	* Insurance Document * Site plans * Filming logistics	72 hours prior to filming date application and insurance required. Please note, filming requests must begin with Kevin Scott with DOCA 720-865-4330	No park permit fees required	DOCA - Kevin Scott Park staff review and approval



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- 10&a,b Denver Fire Dept.
- 11 & 11a Community Planning & Development
- 12 Film & Television
- 13 Other: Downtown Denver BID  
Commons Park  
Centennial Gardens  
Colorado State Capitol  
City & County of Denver
- Declaration of Extraordinary Event

**The Denver Department of Public Works** includes several divisions which support special events; these divisions handle bagging parking meters, reviewing and approving street closure and related traffic control plans, and monitoring compliance with disposal standards for outdoor food vendors.

In order for Public Works to support special events, event planners should submit requested information well in advance of the event. This allows Public Works staff time to evaluate the requests and prepare needed permits.

Please be advised the City requires that special events applicants provide a certificate of insurance in the amount of \$1 million combined single coverage indemnifying the City. The certificate should specifically name the City of Denver, its officials, officers, and employees as an additionally insured. Applicants are also advised that permits for the use of public right-of-way are revocable.

**Q & A for Public Works**

**Q: What is a street occupancy permit?**

A: It allows the permit holder to occupy that public right-of-way. The permit will specify time, date, and location. It will also include any special conditions (i.e. Traffic Management).

**Q: What information is needed to obtain a street occupancy permit?**

A: Fill out the special event request form. Include parking meters, traffic control plan, proof of insurance, tax exemption documents and possibly the petition that notifies the adjacent properties of the closure.

**Q: Where do I submit this?**

A: You can email the request to [DNC2008permits@denvergov.org](mailto:DNC2008permits@denvergov.org). You can fax it to **720-865-4315**

**Q: Where can I get a traffic control plan?**

A: Traffic control plans can be obtained (purchased) through any barricade company.

**Q: How do I bag a parking meter?**

A: Fill out the special event request form and include the meter numbers that must be covered.

**Q: How do I reserve the parking meter just for my event?**

A: The City of Denver can bag the meter with two types of bags. A red bag meter does not allow anyone to park there including the event itself. A yellow bag specifies which groups can park at the

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## Public Works

PERMIT TYPE	PURPOSE	FEES
<b>Street Occupancy</b>	To occupy the right-of-way for filming, construction, special events	Collector streets are 50 cents/lf/day peak hrs or 45 cents/lf/day off peak hrs Peak = 6a-8:30 & 3:30-6p
<b>Meter</b>	To occupy the metered parking space for filming, construction, special events	Based on zones in & around dwntwn \$25/mtr/day or \$15 mtr/day non profits \$10/mtr/day
<b>Valet (one time application)</b>	To occupy Public Right Of Way for valet parking purposes	License allows 40 ft @ location from 5p-2a. Either meter fees above apply or charged \$2/hr/20 ft of space outside of the 40 ft or outside times of 5p-2a + \$200 permit from Excise & Lic
<b>Push Cart</b>	To sell food items on the right-of-way.	\$25 non refundable app fee + \$300 per location NOTE: Not allowed within 300 ft of any park or parkway. No temp signs ever. No encumbrances greater than 36" Permits are issued annually REMINDER: Permits may be revoked at any time without cause. Unsafe locations due to construction or safety concerns will be temporarily suspended with an alternate site assigned.
<b>Flower Cart</b>	To sell flower on the right-of-way.	\$25 non refundable app fee + \$241 flower vendors inside CBD \$163 outside CBD all above notes apply
<b>Other Vending</b>	To sell trinkets and other misc. items on the right-of-way.	same as pushcarts
<b>Horse Drawn Carriages</b>	The use of entertainment and the movement of passengers via horse drawn carriage.	no permit fees listed in City website documents
<b>Pedal Cabs</b>	To promote alternative mode of travel. For the movement of passengers via pedal cabs.	Application fee \$50 + License \$50 + \$6.95 CBI Name Ck
<b>Sampling</b>	To give away samples of products on the Mall	No permit fees listed in City website documents



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## Denver Police Department

The Denver Police Department’s Special Events Unit is responsible for the proper completion and processing of permit applications for events such as marches, parades, races, runs or walks, which could cause an impediment to the traffic flow, or result in the temporary closure of city streets.

The City and County of Denver (the City) in good faith and to the best of the City’s ability will accommodate requests for parades during the Democratic National Convention. When determining whether or not to allow a parade, all involved departments and agencies will take into account the availability of police officers, the flow of traffic and other concerns set forth in D.R.M.C. § 54-364(4)(a).

Because security planning for the DNC will be ongoing between now and the time of the event, particularly in regard to the area immediately adjacent to the convention site, the city will reserve the right to modify or revoke the permit if the city deems such modification or revocation is necessary in the interest of public safety or security.

If you are interested in applying for a parade route in the City and County of Denver, please fill out the Extraordinary Event Permit Form and return it to Kevin Scott at [dnc2008permits@denvergov.org](mailto:dnc2008permits@denvergov.org) or by fax 720-865-4315.

Due to ongoing security issues, the City will not issue individual parade permits at this time. However if you are interested in applying for a request form for the designated route, please see the instructions below.

### **Extraordinary Event Accommodations for Parades: Designated Parade Route**

The City will designate at least one parade route for all interested persons who want to conduct a parade with the route terminating within sight and sound of the convention site. No parade permit fee or other payment of costs will be required for use of this designated parade route. However, anybody desiring to utilize this parade route should submit a request form to Kevin Scott (see information above). Once the route is determined, this information will be provided to the contact person indicated on the request form.

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## Department of Excise & Licenses

The Department of Excise and Licenses issues all of the business licenses for the City and County of Denver except those concerning motor vehicles and building/development. The Department of Excise and Licenses determines the qualifications of applicants, conducts background checks, determines which licenses should be issued, collects fees, grants, renews, and denies applications. The Department also ensures compliance with and enforces the ordinances concerning the licenses. The Department holds hearings regarding applications and violations as appropriate. The Department may suspend or revoke a license as appropriate.

The Department serves as the City 's licensing authority for administering the Colorado Liquor and Beer Codes. The Department processes and issues all liquor licenses for the city and issues the state licenses after state approval. The city also enforces the liquor code requirements.

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## Excise & Licenses

B = Business I = Individual N = Non-Profit

	PERMIT TYPE	PREREQUISITES	FORMS & REQUIREMENTS	TIMEFRAME	OTHER AGENCY REVIEW	APPLICATION FEE	LICENSE FEE
I	<b>FOOD PEDDLER</b>	18+ years of age Sales tax licenses Commissary Affidavit 2 Letters of Reference	Application Criminal History Form  CBI Name Check  Inspection by EH ((24-hr notice, by appt)	Last day for applying to E&L = July 30, 2008  Inspection by EH no later than 3:30 pm, July 31, 2008  After EH inspection, return to E&L to pick up license no later than 4:00 pm, July 31, 2008	Env'l Health	25.00	50.00
B	<b>ICE CREAM VENDOR</b> (For wheeled vehicles use RESTAURANT-MOBILE)	Sales tax licenses Commissary Affidavit DMV driving record Proof of vehicle insurance	Application Criminal History Form  CBI Name Check  Inspection by EH (24-hr notice, by appt), conducted off-site	Last day for applying to E&L = July 31, 2008  Food cart inspected by EH no later than 3:30 pm, July 30, 2008  After EH inspection, return to E&L to pick up license no later than 4:00 pm, July 31, 2008	Env'l Health	50.00	25.00
I	<b>LIMOUSINE DRIVER</b>		Same as taxi drivers			50.00	25.00
I	<b>TAXI DRIVER</b>	18+ years of age Car Registration Physical Exam Copy of CBI background check 2 letters of reference Letter of hire	Application  Must pass taxi test (three attempts)			50.00	25.00

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	PERMIT TYPE	PREREQUISITES	FORMS & REQUIREMENTS	TIMEFRAME	OTHER AGENCY REVIEW	APPLICATION FEE
B	<b>LIQUOR - NEW HOTEL &amp; RESTAURANT</b>	Sales tax licenses  Zoning Use or Right of Way Permit  Proof of possession of premises  Cert. of Corp. Good Standing  Diagram of premises  3 maps of area	Application Individual History Form Criminal History Form Financial Questionnaire  CBI background check; fingerprints  Public hearing (notice and posting requirements)  Assuming no character, criminal, ownership, protest or inspection issues	Hearing - 45 days from application  Decision - within 30 days of hearing  Complete inspection process prior to issuance of license (assuming all construction completed) - approx. 2 weeks  Last day for applying to E&L = May 15, 2008	Zoning Public Safety Fire Dept Env'l Health	City - 500.00  State - 1,025.00
B	<b>LIQUOR - NEW TAVERN</b> (Assuming all construction completed)	Sales tax licenses  Zoning Use or Right of Way Permit  Proof of possession of premises  Cert. of Corp. Good Standing  Diagram of premises  3 maps of area	Application Individual History Form Criminal History Form Financial Questionnaire  CBI background check; fingerprints  Public hearing (notice and posting requirements)  Assuming no character, criminal, ownership, protest or inspection issues	Hearing - 45 days from application  Decision - within 30 days of hearing  Complete inspection process prior to issuance of license (assuming all construction completed) - approx. 2 weeks  Last day for applying to E&L = May 15, 2008	Zoning Public Safety Fire Dept Env'l Health	City - 500.00  State - 1,025.00
B	<b>LIQUOR - HOTEL &amp; RESTAURANT - TEMPORARY MODIFICATIONS</b> (liquor-licensed)	Zoning Use or Right of Way Permit  Before & After Design Plans  Proof of possession of premises	Application  Issuance of Inspection Card  EH inspection (24-hr notice, by appt)  Concurrent or consecutive review by the State (2 days)	Last day for applying to E&L = July 17, 2008  Inspection by EH no later than 5:00 pm, July 23, 2008  After completion of Inspection Card, return to E&L to pick up license no later than 4:00 pm, July 24, 2008	Env'l Health Zoning or Public Works Fire Dept Public Safety State Liquor Div.	

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B	<b>LIQUOR - OPTIONAL PREMISES PERMITTED AREAS</b> (Related to sports or rec. facilities; outdoors, non-contiguous premises)	Existing Hotel & Restaurant Liquor License  Zoning Use or Right of Way Permit  Proof of possession of additional premises	Application Diagram of add'l premises	48-hour notice for each occasion when the optional premises are to be used	Zoning Public Safety Fire Dept Env'l Health	None	75.00
N	<b>LIQUOR - SPECIAL EVENTS</b> (sale of liquor to the public)	Zoning Use or Right of Way Permit  Proof of non-profit status  Cert. of Corp. Good Standing  Proof of possession of premises  3 maps of area	Application  Diagram of liquor service areas  Sign posting location  Menu review by Env'l Health	11 calendar-days public posting  If protested, public hearing held at least 10 days after posting  Menu Review by EH no later than 3:30 pm, July 30, 2008  After food review, return to E&L to pick up license no later than 4:00 pm, July 31, 2008	Zoning or Public Works Public Safety Fire Dept Env'l Health	100.00	3.2% Beer 10.00 per day  >3.2% alcohol 25.00 per day
B	<b>MERCHANT GUARD COMPANY</b>	\$5,000 bond Color photo of uniform  Letter requesting use of specific uniform	18+ years of age Application  CBI name check; fingerprints  Interview with detective  Inspection Card if Denver company		--	100.00  200.00	1-25 guards 100.00  25 + guards 200.00
I	<b>MERCHANT GUARD INDIVIDUAL</b>	Letter of Hire  Physical exam  3 letters of reference  Copy of CBI Background Check	Application Criminal History Form  Detective approval, if CBI problem		--	50.00	25.00

**Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) **Contact:** Kevin Scott email [DNC2008Permits@Denvergov.org](mailto:DNC2008Permits@Denvergov.org) Phone: 720-865-4330 Fax 720-865-4315-



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	PERMIT TYPE	PREREQUISITES	FORMS & RE-QUIREMENTS	TIMEFRAME	OTHER AGENCY REVIEW	APPLICATION FEE	LICENSE FEE
I	<b>PEDDLER - Non-food</b> (Items carried on foot)	18+ years of age  Sales tax licenses  2 Letters of Reference	Application Criminal History Form CBI Name Check		--	25.00	50.00
B	<b>PEDDLER - SPONSOR</b> (Use of juveniles)	Owner & crew managers -18+ years of age  -Crew limited to 25 -May not hire children under 12, and they work only after school & no later than 1/2 hour after sunset.	Application CBI Name Check; fingerprints Criminal History Form  Photo ID for crew (\$5)		--	25.00	500.00
B	<b>RESTAURANT - MOBILE</b> (Mobile retail food establishment)	Sales tax licenses  Zoning Use or Right of Way Permit  Valid driver's license  Commissary Affidavit  Commissary cannot be liquor-licensed	Application  Inspection by EH (24-hr notice, by appt), conducted off-site  If food will be cooked in the truck, Fire Dept must inspect	Last day for applying to E&L = July 31, 2008  Inspection by EH no later than 3:30 pm, July 30, 2008  After EH inspection, return to E&L to pick up license no later than 4:00 pm, July 31, 2008	Zoning or Public Works Env'l Health Fire Dept	200.00	125.00
I B	<b>RESTAURANT - TEMPORARY</b> Temporary Retail Food	Commissary Affidavit  Menu review; signed EH compliance letter	Application  Menu review by EH (24-hr notice, by appt)	Last day for applying to E&L = July 31, 2008  Review by EH no later than 3:30 pm, July 31, 2008  After EH menu review, return to E&L to pick up license no later than 4:00 pm, July 31, 2008	Env'l Health		Per year 100.00  <b>Plus</b> Per day per event \$10.00 (maximum payment of five days per event)
B	<b>SPECIAL EVENT CABARET</b> (Up to 10 permits per location per year unless on a public street, then 15 permits per location)	Proof of possession of premises	Application	Apply no later than 4 days prior to event	--	None	50.00 per day  Non-profits exempt

**Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) **Contact:** Kevin Scott email [DNC2008Permits@Denvergov.org](mailto:DNC2008Permits@Denvergov.org) Phone: 720-865-4330 Fax 720-865-4315-

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**Declaration of Extraordinary Event**

**Denver’s Department of Environmental Health/ Public Health Inspections**

**Denver’s Department of Environmental Health/ Public Health Inspections** works closely with vendors to ensure that the health of the public is protected at all times. You may be overwhelmed by the number of regulations governing your operation; keep in mind that all of the guidelines exist for a reason. The health and safety of your customers should be your top priority, and it is your responsibility to comply with local food code.

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## Denver Department of Environmental Health/Public Health Inspection Division

Permit Type	Review Time	Purpose	Charge	Links to forms
<b>Temporary Event Application</b>	DEH will conduct menu reviews every ½ hour by appointment for temporary event licenses up to 3:30pm on July 31 <sup>st</sup> . 24 hour advance notice is needed to secure an appointment.	The menu review is necessary before the applicant can obtain a temporary event license. A completed Affidavit of Commissary form is necessary.	No fee is required by DEH	An Affidavit of Commissary form and the Temporary Restaurant Application parts 1 and 2 application will be available March 17th
<b>Mobile Units (Food Push Carts and Mobile Trucks)</b>	DEH will conduct food mobile unit inspections by appointment up to 3:30pm on July 30 <sup>th</sup> . 24 hour advance notice is needed to secure an appointment.	An inspection of the cart or truck is necessary before the applicant can obtain a license. A completed Affidavit of Commissary is necessary.	No fee is required by DEH	An affidavit of Commissary application will be available March 17th
<b>Food Peddlers</b>	DEH will conduct food peddler inspections by appointment up to 3:30pm on July 31 <sup>st</sup> . 24 hour advance notice is needed to secure an appointment.	The process verifies that vendors obtain food from approved sources. A completed affidavit of commissary is necessary.	No fee is required by DEH	An affidavit of Commissary form will be available March 17th
<b>Modification of Premise</b>	DEH will conduct inspections for temporary Modification of License requests up to 5pm on July 24 <sup>th</sup> with 24 advance notice.	An inspection of the facility is necessary prior to obtaining approval to modify the license.	No fee is required by DEH	No necessary forms are needed by the applicant.



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**Denver Fire Department (DFD)**

The Denver Fire Department’s Fire Prevention and Investigation Division is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a host of Public functions, you are also well aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers and employees.

The DFD reviews many aspects of special events for public safety issues, so please carefully review our list of possible permits for better communication about your event.

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## Denver Fire Department (DFD)

FIRE CODE	ACTIVITY, OPERATION, PRACTICE, FUNCTION	PERMIT FEE	OUTSIDE AGENCY
105.6.46	Failure to Obtain a Permit	Double Fee	None
105.6.23	Candles and Open Flames in Assembly Areas – one time \$25;annual permit \$125	\$25ea/\$125	None
105.6.24.1	Canopies – having an area in excess of 300 square feet but less than 500 square feet	\$50	None
105.6.24.2	Canopies – having an area in excess of 500 square feet	\$100	None
105.6.25	Carnivals and Fairs – for event only; event coordinator responsible for permit – single event \$50 plus \$12.50 for each additional item; annual permit \$350;vendors responsible for individual permits for booths	\$50/\$300	Varies
105.6.44	Exhibits and Trade Shows	\$50	None
105.6.53	Fire Watch - May be required with various events	\$75	None
	Fire Watch staffing	\$60/hr rate	None
105.6.69	Holiday Decorations in Public Assembly Occupancies	\$25	None
105.6.87	Occupant Load Increase (10% maximum – single date)	\$150	None
105.6.89	Open Flames and Torches	\$50/\$250	None
105.6.95	Parade Floats – each (ground and airborne)	\$50	None
106.96.1	Places of Assembly – 150 – 299 people	\$75	None
106.96.2	Places of Assembly – 300 – 2,500 people	\$150	Public Safety
106.96.3	Places of Assembly – more than 2,500 people	\$200	Public Safety
106.104.1	Pyrotechnic Event – After-hours Inspections / Regulator	Varies	None
105.6.104.2	Pyrotechnic Event – Fog Machine	\$50 Single use	None
105.6.111	Reviewing Stands/Grandstands	\$100	Bldg. Dept.
105.6.115	Special Conditional Permit	\$500	TBD
105.6.116.5	Special Event – Submittal less than fourteen (14) days prior to event	Double Fee	None

**Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) **Contact:** Kevin Scott email [DNC2008Permits@Denvergov.org](mailto:DNC2008Permits@Denvergov.org) Phone: 720-865-4330 Fax 720-865-4315-

**10a**



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## Denver Fire Department (DFD)

FIRE CODE	ACTIVITY, OPERATION, PRACTICE, FUNCTION	PERMIT FEE	OUTSIDE AGENCY
105.6.116.4	Special Events within Existing Facilities	\$50	Public Safety
105.6.116.6	Special Event (outdoor) with six (6) or more fuel-fired cooking/heating units	Varies	None
105.6.112.1	Storage Containers – Temporary (less than 180 days)	\$25	None
105.6.112.2	Storage Containers – Permanent (180 days or more)	\$50	None
105.6.130	Temporary Generator (Fuel calculated and assessed separately)	\$50	None
105.6.132	Temporary Membrane Structures (tents and canopies) – exceeding 200 but less than 400 square feet	\$50	None
105.6.113.1	Tents or air-supported structures having an area in excess of 150 square feet but less than 700 square feet	\$75	None
105.6.113.2	Tents or air-supported structures having an area in excess of 700 square feet	\$100	Public Safety
105.6.136.2	Trailer, Permanent (for human occupancy) – 180 days or more	\$100	None
105.6.136.1	Trailer, Temporary (for human occupancy) – less than 180 days	\$50	None



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- 9&9a Environmental Health/Public Health Inspection
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- 13 Other: Downtown Denver BID  
Commons Park  
Centennial Gardens  
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## Community Planning & Development

**Community Planning & Development** guides and promotes the planning, building and maintenance of an outstanding Denver. The Department has three primary functions: Planning, Permitting and Inspection.

The Planning Services division is responsible for preparing plans and regulatory tools that guide future growth, enhancement, and preservation of the Denver community. The Permit and Inspection Services division reviews building plans, site plans, and urban design requirements and conducts inspections.

The Community Planning and Development Agency will handle all construction related permitting during the Democratic National Convention period.

**Department of Zoning** regulates land uses on private properties, including temporary uses. An example of an anticipated zoning permits needed during the Democratic National Convention would be temporary special event permits for vendors and other related events occurring on private properties. There is a \$10 fee for these use permits and they can be processed within a few minutes over the counter. Applicants must provide written permission from the property owner to occupy their property for the event, and must submit the Extraordinary Event Permit and License Request Form for committee review.

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
**Contact:** Kevin Scott  
 Denver Permit Liaison  
 Email: [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org)  
 Tele: 720-865-4330 Fax: 720-865-4315



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## Community Planning & Development

SUBJECT	PURPOSE	CPD BUILDING PERMIT POLICY	REQUIRED PERMIT	REVIEW TIME FRAME	OTHER AGENCY REVIEW	LINK TO FORMS
Certificate of Occupancy for the temporary special use of an existing building	To review/approve requests to use existing buildings for special events that may conflict with the building's current Certificate of Occupancy (i.e., life safety features, toilet fixture count, etc.) and/or maximum allowable occupant load.	ADMIN 162A - Special Occupancies Within Existing Buildings	CPD - Permits & Inspection Services: #1D and #3 Permits	Reviews completed by two weeks after submittal.	Denver Fire Department, Denver Zoning	Applications Available March 17th
Stages and Platforms	To review/approve requests for temporary stages and platforms other than those open to the sky and intended for use for entertainers only	ADMIN 150.1.1 - Stages and Platforms	CPD - Permits & Inspection Services: #1C Permit	Reviews completed by two weeks after submittal.		Applications Available March 17th
Bleachers and Grandstands	To review/approve requests for temporary bleachers and grandstands.	Review and approval follows the guidelines stated in ADMIN 150.1.1 - Stages and Platforms	CPD - Permits & Inspection Services: #1C Permit	Reviews completed by two weeks after submittal.		Applications Available March 17th
Temporary Fabric Structures: Tents, Canopies, and Temporary Air-inflated Structures - Carnivals and Other Special Events	To review/approve requests for temporary tents, canopies, and temporary inflated Structures	IBC 3103 - Temporary Fabric Structures: Tents, Canopies, and Temporary Air-inflated Structures - Carnivals and Other Special Events	Primary review responsibility is assigned to the Denver Fire Department.	Primary review responsibility is assigned to the Denver Fire Department.	Denver Fire Department, Denver Zoning	Applications Available March 17th
Temporary Electric-power Generators	To review/approve requests for temporary generators. An electrical permit is required for the installation and wiring of any generators or other forms of temporary power to feeders or circuits greater than 30 amps.	IBC 3103	CPD - Permits & Inspection Services: #3 Electrical Permit	Reviews completed by two weeks after submittal.	Denver Fire Department	Applications Available March 17th



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- 13 **Other:** Downtown Denver BID  
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## Film & Television

**The Denver Office of Cultural Affairs (DOCA)** works towards supporting and promoting film and television production in the City & County of Denver. Productions range in size and content from small student productions to large scale full feature films and commercial projects. DOCA provides guidance to assist with the initial planning of productions, receives all initial film permit requests, conducts preliminary screening, provides guidance and direction towards application for city permits and licenses, collects necessary insurance requirement material, forwards materials to permitting agencies for review and provides final documentation for production.

Film and Television permit information for the Extraordinary Event will be available March 17.

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
**Contact:** Kevin Scott  
 Denver Permit Liaison  
 Email: [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org)  
 Tele: 720-865-4330 Fax: 720-865-4315

**Extraordinary Event 2008** 8/15-8/31

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**Colorado State Capitol**

For information concerning the use of the Capitol grounds and Lincoln Park visit:  
<http://www.colorado.gov/dpa/dcs/capcom/index.htm>

**Downtown Denver Business Improvement District**

Permits for the 16<sup>th</sup> Street Pedestrian and Transit Mall are obtained by contacting the Downtown Denver Business Improvement District at 303- 534-6161 or accessing <http://www.downtowndenver.com/BID/BIDMallVending.htm>. The permit boundary for the 16<sup>th</sup> Street Mall is 16<sup>th</sup> Street from Wewatta Street to the west curb line on Broadway, including fifty feet off the Mall at each cross street in each direction. An application is required for **vending, kiosks, sidewalk cafes** and **horse drawn carriage** permits and a written request is required for **sampling** and **special event** permits. Requests should be submitted to the Mall Use Committee, which has been reviewing requests for over ten years, and are reviewed by the Mall Use Committee on the third Thursday of the month. (applications may be reviewed more frequently based on the number of requests being submitted) Once requests are reviewed by the Mall Use Committee, a Mall Use Committee representative will review the request with the Extraordinary Event Committee before continuing with the permit process. All permit requirements, licenses, insurance and fees must be submitted prior to obtaining a permit.

Applications will be accepted beginning on March 3, 2008 and will be reviewed on a first come first serve basis.

**Centennial Gardens— Denver Botanical Gardens**

Centennial Gardens can be permitted thru the Denver Botanic Gardens.  
Please contact Thomas Aljinovich, The Denver Botanic Gardens, 720-865-3603

**Commons Park—The Greenway Foundation**

Pursuant to the easement and accompanying “Baseline Documentation Report” Commons Park use is regulated by the Greenway Foundation. Please contact the following for further information:  
Mr. William J. Shoemaker, The Greenway Foundation  
1550 Platte Street, Suite C, Denver, CO 80202  
303-455-7109

**City & County of Denver**

Facility management is the City and County of Denver agency which manages the use of public spaces which are not technically permitted.  
Please contact Heather Stevens—720-865-7504

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
**Contact:** Kevin Scott  
Denver Permit Liaison  
Email: [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org)  
Tele: 720-865-4330 Fax: 720-865-4315



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## Declaration of Extraordinary Event—2008 Democratic National Convention

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

RE: **Declaration of Extraordinary Event—2008 Democratic National Convention**

DATE: February 28, 2008

### Declaration of Extraordinary Event

The 2008 Democratic National Convention (the “DNC”) is hereby declared to be an “Extraordinary Event” requiring special efforts to coordinate the permitting and licensing activities of the various departments and agencies of the City. This declaration is based on the fact that the DNC will be an unusually large-scale event of national and international significance, drawing an extraordinary number of visitors to the city, and is expected to generate a large number of permit applications for activities and events occurring in the downtown area over a limited period of time. This extraordinary event will require enhanced efforts to coordinate city permitting and licensing procedures.

### Affected Time Period

This declaration applies to events and activities proposed during the period from **12:01 a.m. M.D.T. August 15, 2008 to 11:59 M.D.T. August 31, 2008.**

### Affected Area

This declaration applies to events and activities in the following defined geographic area of the City, which generally encompasses the downtown area, the Civic Center area, and certain adjacent areas:

Beginning at the southeast corner of 13<sup>th</sup> Ave. and N. Grant St.; thence westerly along the south edge of 13<sup>th</sup> Ave. and the south edge of E. 13<sup>th</sup> Ave. to the southwest corner of E. 13<sup>th</sup> Ave. and N. Osage St.; thence northerly along the west edge of N. Osage St. to the southwest corner of W. Colfax Ave. and N. Osage St.; thence westerly along the south edge of W. Colfax Ave. to the westerly edge of the southbound lanes of Interstate 25; thence northerly along the westerly edge of southbound Interstate 25 to the approximate intersection with the east edge of N. Lipan St.; thence southeasterly to the easterly edge of Park Avenue West; thence southerly along the east edge of Park Avenue West to the intersection with the southeasterly edge of Delgany St.; thence southerly to the intersection of the easterly edge of Delgany St. with the southwesterly edge of Park Avenue West and the northeasterly edge of 22<sup>nd</sup> St.; thence southeasterly along the northeasterly edge of 22<sup>nd</sup> St. to the southeasterly edge of Blake St.; thence northeasterly along the southeasterly edge of Blake St. to the southwesterly edge of Park Avenue West; thence southeasterly along the southwesterly edge of Park Avenue West to the east edge of N. Broadway; thence southerly along the east edge of N. Broadway to the northeasterly edge of 20<sup>th</sup> St.; thence southeasterly along the northeasterly edge of 20<sup>th</sup> St. to the north edge of E. 20<sup>th</sup> Ave.; thence easterly along the north edge of E. 20<sup>th</sup> Ave. to the east edge of N. Grant St.; thence southerly along the east edge of N. Grant St. to the Point of Beginning.

### Affected Permits and Licenses

This declaration applies to the following types of permits and licenses administered by the City and County of Denver:

- Scheduled events in parks permits administered by the Manager of Parks (§§ 39-61, *et seq.*, D.R.M.C.)
- Permits for assemblies in parks administered by the Manager of Parks (§§ 39-74, *et seq.*, D.R.M.C.)
- Parade permits administered by the Manager of Safety (§§ 54-357, *et seq.*, D.R.M.C.)
- Any permit or license administered by the Manager of Public Works for the temporary use, occupancy or closure of public streets or any portion thereof, including permits for the bagging of parking meters and establishment of valet parking zones (Chapter 49, D.R.M.C.), but not including permits for 16<sup>th</sup> Street Mall vending the responsibility for which has been delegated to the Downtown Denver Business Improvement District by contract.
- Special events liquor permits administered by the Director of Excise and Licenses (Charter § 2.7.4)
- Peddler's licenses administered by the Director of Excise and Licenses (§§ 47-16, *et seq.*, D.R.M.C.)
- Film permits administered by the Office of Cultural Affairs (§ 2-195, D.R.M.C.)

Any zoning permit for special events (§ 59-85, D.R.M.C.) or temporary uses such as bazaars, carnivals or special events (§ 59-86, D.R.M.C.) administered by the Manager of Planning and Community Development pursuant to the zoning code.

Any other licenses or permits specifically related to the conduct of a public event or activity in the affected area during the time period of the declared Extraordinary Event.



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## Declaration of Extraordinary Event—2008 Democratic National Convention

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### Coordination of Permit and License Applications

The Director of the Denver Office of Cultural Affairs (DOCA) is hereby designated to coordinate city licensing and permitting procedures in advance of the Extraordinary Event.

The Director will designate a single point of contact within her agency to advise potential applicants for permits and licenses regarding the requirements of this declaration, and the other applicable regulations and procedures governing the type of permit or license that the applicant is seeking.

To assist with this coordination effort, potential applicants for permits and licenses will be directed to submit an initial event or permit request form to DOCA prior to submitting the actual application for a permit or license and prior to paying any application fee. These initial request forms will be used by DOCA and the permit coordinating committee to identify and resolve potentially conflicting requests, including but not limited to determining whether or not a lottery is necessary to resolve any conflicts, as described below.

DOCA will administer a permit coordinating committee consisting of the Managers of the following departments and agencies, or the Manager's designee:

Department of Public Works  
Department of Safety  
The Mayors Office

Department of Parks and Recreation  
Denver Police Department

Denver Fire Department  
Excise and License

Department of Environmental Health  
Community Planning and Development

The purpose of the committee is to coordinate permit and licensing requests that may involve the functions and the regulatory authority of the various agencies, to avoid conflicts between the various permitted activities, and to assure the fair, equitable, and transparent distribution of permits. The committee will meet as necessary to support the timely acceptance or denial of permit applications. The committee will also administer the lottery procedure for conflicting permit and licensing applications as described below.

The ultimate discretion to approve or deny any application will remain with the department or agency that is vested with the legal authority to approve or deny the permit or license in question. Except as otherwise provided in this declaration, the processes and standards for issuance of permits and licenses will continue to be governed by the applicable ordinances, rules and regulations of the city.

### Heightened Security and Public Safety Considerations

All affected departments and agencies will take into account any extraordinary security, transportation, crowd-control, or other needs caused by the DNC and related events when determining whether or not to grant any permit or license.

Because security planning for the DNC will be ongoing between now and the time of the event, particularly in regard to the area immediately adjacent to the convention site, all permits and licenses will reserve to the city the right to modify or revoke the permit or license if the city deems such modification or revocation necessary in the interest of public safety or security.

Permits ultimately issued to applicants who have received priority through this lottery process will be non-transferable.



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## Declaration of Extraordinary Event—2008 Democratic National Convention

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### Designated Parade Route; permit and fee waiver

The Manager of Safety will identify at least one designated parade route in the affected area for groups to engage in speech and expressive activities through the use of marches, processions or parades, with the route terminating within sight and sound of the convention site. No parade permit application, permit fee or other payment of costs will be required for use of the designated parade route regardless of whether or not the parade route utilizes and requires the closure of city streets. However, groups desiring to utilize the parade route will be directed to submit a Extraordinary Event Permits & License request form to DOCA and the permit coordinating committee in order to avoid or resolve timing conflicts between various groups desiring to use the route.

Lottery Procedure The lottery procedure set forth herein shall apply to the following only:

- Scheduled events in parks permits administered by the Manager of Parks (§§ 39-61, *et seq.*, D.R.M.C.)
- Permits for assemblies in parks administered by the Manager of Parks (§§ 39-74, *et seq.*, D.R.M.C.)

Requests for use of the designated parade route described above.

When more than one event or permit request form has been submitted to DOCA during the application periods specified below for the same date, time and location, DOCA and the permit coordinating committee will conduct a blind lottery between and among the competing requests in order to determine which of competing requests will be granted priority for issuance of a permit:

DOCA will coordinate the creation of a matrix of available permit locations for parks events and assemblies during the time period of the Extraordinary Event.

Request forms for park permits and for use of the designated parade route during the time period of the Extraordinary Event shall not be received before March 3, 2008. Each request received **between Monday, March 3, 2008 and Friday, March 14, 2008** will be randomly assigned a lottery number.

For parks permits, a lottery shall be held for any conflicting requests on or about Monday, March 17, 2008. A requestor's number will be randomly selected and one requestor will receive priority to apply for issuance of a permit for a specific location and time. Unsuccessful requestors may request other locations or times not previously permitted. If the requestor who has received priority fails, within ten business days of receiving notice by the city, to submit an application for the permit and pay any applicable fee, the requestor will be deemed to have vacated their request and will lose their priority.

For requests to utilize the designated parade route, a lottery shall be held for any conflicting requests as soon as the designated parade route is determined by the Manager of Safety. A requestor's number will be randomly selected and one requestor will receive priority to utilize the route for a specific time. Unsuccessful requestors may request other times not previously taken.

The Denver Office of Cultural Affairs will create a waiting list for requestors who wish to be notified if some of the selected slots are vacated by the lottery winner. If vacancies occur, they will be allocated to those requestors who have signed up for the waiting list in order of preference based on their first round lottery number.