



Type of Permit

Please check the appropriate box for the type of permit in which you are interested:

- Festival/Event (public function)
- Special Occasion (serving wine/champagne)
- Commercial Video/Filming/Photography
- Assembly (1st Amendment)

Does this organization have a non-profit 501(c)3 status? Yes No *(a copy of the IRS letter of determination or letter of registration or certificate from the Colorado Secretary of State must be submitted at time of application for permit fee discount)*

Event and Contact Information

Instructions: Before completing this application, please carefully read the appropriate brochure for the function checked above.

Applicant Name: _____ E-mail Address: _____

Street Address: _____

Apt./Unit/Suite: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____ Mobile: _____

On-site Contact: _____ Phone: _____ Mobile: _____
(If different from applicant)

Name of Event: _____

Applicable park permit fees must be paid within two weeks upon receipt of the completed and

Organization/sponsor affiliated _____
with event - _____

Purpose of Event: _____ Number of Participants _____

Name of Park: _____ Specific Location/Structure: _____

Set-up Date(s): _____ Time(s): _____

Event Date(s): _____ Time(s): _____

Breakdown Date(s): _____ Time(s): _____

ALCOHOLIC BEVERAGES

The sale and/or serving of alcoholic beverages is strictly prohibited except under special licensing/permitting rules for designated permit types and locations. (Check with the permitting office for all applicable rules and regulations). The only alcoholic beverage allowed for consumption in Denver parks without necessary permitting is 3.2% beer.

Does your function/event include the sale of alcohol? YES NO

Does your function include the serving of alcohol? YES NO

Event Features

Food and Beverages - Only approved and licensed vendors may sell or distribute food and beverages. Food vendors must contact Environmental Health for proper licensing and approval. Please describe the food and beverages intended for sale/distribution.

2008 Denver Permit Information:
www.denvergov.org/DNC2008
Contact:
Kevin Scott- DNC2008 Permit Liaison
Email DNC2008permits@Denvergov.org
Tele: 720-865-4330 Fax: 720-865-4315

Electricity (Only certain parks may have electricity) Yes Hours needed: _____

Amplified Sound (Sound System)- Amplified sound must comply with the rules and regulations for all park sites including Denver Sound Ordinances. Please describe plans for amplified sound including hours of sound, PA systems, microphone, speakers, amps, etc.

type of entertainment (if any) to be featured at this event (bands, DJs, dancers, etc.)

Equipment (Tents, Canopies, Stages, Fences, Barricades,) - *Parking on, or driving on park grass is strictly prohibited.* Please describe equipment to be used including dimensions of stages, platforms, canopies, booths, fences, barricades, scaffolding, an other structures. Please include detailed information about trucks, grills, etc. for consideration.)

Vendors and Booths - *All vendors must be approved and licensed.* Please describe activities planned and identify types of vendors.

Trash Receptacles & Portable Toilets - *A copy of the trash removal/service agreement is required.*

Delivery Date: _____ Delivery Time: _____ Removal Date: _____ Removal Time: _____

Portable Toilets. *A copy of the portable toilet service agreement is required. (One portable toilet required per 150 people.)*

Delivery Date: _____ Delivery Time: _____ Removal Date: _____ Removal Time: _____

REVIEW OF PARK RULES

- **Park Permit:** Permit is required for any scheduled park activity of 25 or more attendees. Permit must be in the possession of the group while the site is in use. Permits are non-refundable. Denver Parks + Recreation reserve the right to restrict activities in any park at any given time. Any violations of policies, rules, regulations, and/or guidelines may result in immediate revocation of permit.
- **Prohibited Activities:** Included, but not limited to aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf(except on designated golf courses) horseback riding, hot air balloons, inflatable games, model boats, airplanes, moon walks, petting zoo, pony rides and search lights. Weapons, including but not limited to items such as knives, firearms, bows and arrows, martial art weapons, are also prohibited.
- **Attendee Conduct:** Permit holder is responsible for his/her actions and actions of gathering attendees.
- **Vehicular Access:** Motorized vehicles on lawns, turf, restricted roadway, bicycle/pedestrian pathway, canal, creek pathway, turf/trail, or athletic field is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.
- **Roadway Gates:** roadways and other areas that restrict vehicle usage or are secured by gates and/or steel posts may not be opened and used for event parking.
- **Disposal of Waste materials:** Trash must be properly disposed of in dumpsters or trash barrels. Ice may be placed in barrels or spread on hard surfaces. Due to the potential damage to vegetation and the sewer system, hot coals must be properly disposed of off-site. (trash is not to be left in flowerbeds or on grass)
Glass Bottles/Containers: Glass bottles and containers are prohibited in all parks.

APPLICATION FEE:

\$25.00 application fee is required at time of reservation, per application. Application fee is non refundable.
(Application fee does not apply to Assembly Permits)

APPLICANT SIGNATURE (This application is not valid unless signed by applicant.)

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the event and to insure compliance with all policies, rules, regulations, and guidelines of Denver Parks + Recreation and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I have received, read, and understand the General Parks + Recreation Rules and Regulations. **I understand that the permit is non-transferable and non-refundable.**

Applicant's Signature _____ Date: _____

Manager of Parks + Recreation Signature _____ Date: _____
