The 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. Once a permit application has been submitted, the Special Events Unit notifies those city agencies &/or other entities, such as RTD, that may be affected by the parade/event.

For additional information contact the Special Events Unit at (720) 337-1030

DPD Special Events Unit

WHEN DO WE DO IT: The permit process can begin two-hundred(200) days before a parade/event. An application that is submitted less than thirty (30) days before the parade/event date can be denied on that basis alone by the Manager of Safety’s Office.

WHERE DO WE DO IT: At the Traffic Operations Bureau of the Denver Police Department, 3381 Park Avenue West, Denver, CO 80216, Phone: 720-337-1030. You must to call in advance to make an appointment.

EVENT ROUTES: The Special Events Unit does NOT plan routes. The organizer for a parade/event should have a route in mind when they come to inquire about a permit. Arrangements to have a route measured are made by the organizer. The Special Events Unit will advise or make recommendations on a route presented by the organizer to address potential safety issues for their parade/event.

PARADES, MARCHES, AND OTHER FREEDOM OF SPEECH EVENTS: The city will provide officers and barricades for parades, marches and other freedom of speech events if the route is 15 blocks or less with a reasonable staging area. The organizer will be responsible for payment of officers exceeding the listed amounts.

RUNS, WALKS AND FUNDRAISING EVENTS: The organizer is entirely responsible for officer and barricade expenses related to these events.

PERMIT FEE: The fee for a parade or special event permit is:
- $50 for a parade/event of 15 blocks or less.
- $150 for a parade/event 16 blocks or more.
Fee must be paid at the time of application. Fee is non-refundable. Check or money order made out to “Manager of Safety”. Cash fee payments will not be accepted.

PAY RATES: Presently, the hourly rates, with a four-hour minimum, are:

<table>
<thead>
<tr>
<th>Pay Rate</th>
<th>Description</th>
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<tbody>
<tr>
<td>Special Events</td>
<td></td>
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<tr>
<td>$70.00 PER HOUR WITH A FOUR-HOUR MINIMUM (All officers assigned to the event regardless of rank)</td>
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<tr>
<td>$75.00 PER HOUR WITH A FOUR-HOUR MINIMUM FOR SUPERVISORS OF THE ACTUAL EVENT</td>
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<tr>
<td>$80.00 PER HOUR WITH A FOUR-HOUR MINIMUM FOR COMMANDERS OF THE ACTUAL EVENT</td>
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Bigger and more complex events, such as marathons, which require a larger than usual officer detail would cause a review of the hourly pay rates charged. By city ordinance, only a police officer can direct traffic &/or pedestrians through an intersection controlled by either signals or signage. (RMC 54-54(b))
Denver Police Department (DPD) Special Events Unit
3381 Park Avenue West Denver, CO 80216
Tele: 720-337-1030
Fax: 720-337-1071

Contact Information

**Supervisor**
Sgt. James Kukuris (84031) 720-614-1682 E-mail: james.kukuris@denvergov.org

**Technicians:**
Don Bowling (91056) 720-337.1069 E-mail: donald.bowling@denvergov.org
Damon Landingham (93009) 720-337-1067 E-mail: damon.landingham@denvergov.org
Ted Newsome (83010) 720-337-1068 E-mail: ted.newsome@denvergov.org
Jim Rose (95085) 720-337-1070 E-mail: james.rose@denvergov.org

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**Parade and Special Events Organizer Checklist**

**Plan Parade or Special Event Route—**
include staging area

**Arrange for Barricades and/or for Street Closures—Special Events ONLY**
(Barricades for parades are supplied by the City and County of Denver)

**Arrange for EMS if necessary - Special Events ONLY**

**Notify businesses and property owners in affected area**