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1) Applicability
a) A Film Permit issued by the Director of the Office of Special Events (OSE) is required for
photography, film, or video activities captured on City owned property.
b) Applicants may be required to obtain a permit or other form of approval from other City of
Denver agencies instead of or in addition to a Film Permit.
c) A Film Permit is not required for photography, film, or video activities captured on City
owned property if all of the following criteria apply:
i. The cast and crew is composed of 5 people or less
ii. Only handheld equipment will be used
iii. Public Works Traffic Control Plans are not needed
iv. Sidewalks, pedestrian and/or automotive traffic is not obstructed
v. Public parking will not be impacted
vi. A generator will not be used
vii. Non-exclusive use of any City park or any portion of any City park
d) A Film Permit is not required in these circumstances:
a. Same day media coverage of developing/emerging news stories
b. Productions taking place on private property or non-City owned property

2) Definitions
a) Film - a motion picture or photograph of real events that may be shown on a television,
computer monitor, handheld electronic device, movie screen or any surface intended to be
used to display/project film or at a cinema/auditorium; the work of making a motion picture
as art or a business. For purpose of these rules and regulations, the term “film” includes
photography (i.e. pictures made using a camera, in which an image is focused onto film or
other light-sensitive material and then made visible and permanent by chemical treatment,
or an image that is captured using an electronic device and stored digitally). The act of film
includes feature films, commercials, documentaries, student projects, television
programming, music videos, still photography, public service announcements, or any other
filming/photography projects as defined herein.
b) Photograph - a picture made using a camera, in which an image is focused onto film or other
light-sensitive material and then made visible and permanent by chemical treatment, or an
image that is captured using an electronic device and stored digitally.
c) Photography – the art or practice of taking and/or processing photographs.
d) City-owned Property – All real property and facilities owned and/or operated by the City & County of Denver, including Mountain Parks as defined by the Denver Park Use Rules and Regulations as amended, issued by the Denver Department of Parks and Recreation.

e) Director – the Director of the Office of Special Events.

f) The Office of Special Events (OSE) – the City’s central office charged with coordinating special events and film activities within the City.

3) General Provisions

a) Authority – Pursuant to Section 39-88 of the Denver Revised Municipal Code (DRMC), the Mayor or his designee shall have the power to issue Film Permits on behalf of the City.

b) Purpose – These rules and regulations are enacted to implement Section 39-88 of the DRMC and provide processes to obtain a Film Permit and facilitate film makers obtaining any and all permits required of other City agencies for film projects proposed on City-owned property.

c) Designation - The Mayor has designated the Director of the Office of Special Events (Director) as the City official responsible for issuing Film Permits.

d) Requirements - A Film Permit is required for any photograph, video, film, or moving picture production being captured on City property, except as noted in Section 1(c) of these Rules and Regulations.

e) Film Permit applicants must comply with all municipal, state, and federal laws at all times.

4) Applying for a Film Permit & Application Review Process

a) All Film Permit applications shall be submitted to OSE.

b) Complete Applications Required for Processing

i) All applications must be complete and sufficient for processing before any review of the application will begin.

ii) An application is complete when the Director finds that it is submitted in the required form, and includes all information necessary to decide whether the application will comply with the requirements herein, including all items or exhibits specified during any pre-application meeting, conference, or correspondence with OSE staff.

iii) An application will be considered incomplete if the Director determines that the submittal is inconsistent or contrary to section 39-88 of the DRMC, these rules and regulations, or other permit approval requirements that are regulatory and controlling.

c) A complete Film Permit application must be submitted a minimum of five (5) business days prior to the applicant’s desired production commencement date.

d) Film Permit applicants must indicate on their application the amount, size, and type of all equipment that will be used or is proposed to be used during the production.

e) The OSE may deny a Film Permit application for reasons including, but not limited to:

i) The location requested is unavailable.

ii) The location requested is in a construction zone.

iii) The activities requested violate city, state and/or federal law.

iv) OSE reserves the right to deny Film Permits if the applicant fails to meet requirements of, or obtain any permit necessary for the applicant’s film production from any other City agency.

v) Failure to pay any fees by the City and County of Denver.
vi) Failure to provide proof of insurance, as noted below.

f) The OSE reserves the right to modify or revoke a Film Permit due to unforeseeable circumstances, including but not limited to inclement weather, fire, flood, conditions or other unforeseen events beyond the control of OSE. OSE reserves the right to modify or revoke a Film Permit due to conflicting events and activities by the City and County of Denver.

g) Additional Review for Productions Depicting Violence & Special Effects
   i) Film permit applicants must indicate on their application if the desired production will include scenes or depictions of criminal activity, violence (with or without weapons), pyrotechnics, or special effects.
   ii) Use of any type of gun, weapon, assault weapon, firearm, explosives, fire, pyrotechnics, smoke or fog, flammable liquids, or any other special effects - whether real or fake - must be disclosed to OSE staff upon application for a Film Permit.

h) OSE reserves the right to add conditions to any Film Permit that may be reasonably necessary to protect the public health, safety and welfare of adjacent neighbors (residential or commercial) and the general public.

i) A Film Permit applicant’s failure to comply with any of the requirements herein, or failure to comply with any condition of its Film Permit issued by OSE, or failure to comply with any condition of any necessary permit issued by any other City agency shall be deemed a violation and may warrant cancellation, revocation, or denial of a Film Permit.

j) Filming at any one location shall not exceed 14 calendar days, unless expressly authorized by the Director.

k) After a Film Permit is issued, the Film Permit applicant must have copies of their City issued permits onsite for the duration of the permitted activities.

5) Costs & Fees

a) OSE does not charge applicants to apply for and obtain a Film Permit. Depending on the activities requested in the application, Applicant may be responsible for permitting fees/costs associated with using City owned parks & open spaces or the use of City resources.

b) The applicant shall be responsible for labor/staffing costs incurred as a result of City employees that may need to be on site/supervising production activities.

6) Exceptions & Conditions to Film Production Locations

The following City-owned facilities require the express permission of the location’s respective facilities/operations management. Some locations may require compliance with additional conditions in order to use the space. This list is not exhaustive.

i. Denver City & County Building

ii. Lindsey-Flanigan Courthouse

iii. City owned recreation centers

iv. Denver Art Museum

v. Denver Museum of Nature and Science

vi. Denver Public Library

vii. The Denver Zoo

viii. Denver International Airport
The Office of Special Events
Film Permit Rules and Regulations

ix. The 16th Street Mall

x. Denver Center for the Performing Arts

7) Insurance Requirements
Applicant must have and keep insurance coverage in force at all times during activity covered by the Film Permit. At a minimum, Applicant shall maintain general liability insurance with limits of $1,000,000 for bodily injury per person, $1,000,000 for bodily injury for each accident, and $1,000,000 for property damage applicable to all vehicles operating on City property and elsewhere. The City may require additional insurance based on the activity covered by the Film Permit. Applicant must list the City and County of Denver as an additional insured and provide the City with a Certificate of Insurance in the form and amounts as required by the City. The insurance document must be dated within 30 days prior to the first production date and must cover the entire production. A “yearly” or “annual” insurance document form is not acceptable. The production company name indicated on the insurance form must match the name on the film application.

8) Neighborhood & Community Notice
a) OSE may require a Film Permit applicant to notify neighborhood residents and businesses near the filming site prior to production commencement, in addition to notice requirements of other City agencies.

b) When notifying neighborhoods and businesses that may be impacted by film productions, the Film Permit applicant shall work with OSE to create and implement a community notification plan that includes who will receive notice, the scale, scope, time and duration of the production and provide contact information for the Film Permit applicant.

c) The Film Permit applicant should provide OSE with copies of any notice provided to impacted area residents/entities.

d) The Director may impose additional notice requirements as a condition of a Film Permit depending on the scope of the project.

9) Prohibitions
Hours: all aspects/stages of the production (including setup/tear down, crew arrival/departure, equipment setup and preparation, etc.) shall not be allowed between 11:00 PM and 5:00 AM, unless expressly authorized by the Director.

10) Amendments
These rules may be amended in the same manner as originally adopted, pursuant to the Denver Revised Municipal Code, Chapter 2, Article VI, as amended.