

Other Event Resources

There are a number of organizations that may be involved in the event coordinating process that are not departments with the City of Denver offices. Below are a few other organizations that might be important in organizing your event.

Water Supply for Events

Denver Water offers potable water for special events on a case-by-case basis. Water would be supplied from a permitted hydrant that has been inspected, tested for water quality and treated for human consumption. Use of hydrant water without a valid permit and Denver Water issued equipment is strictly prohibited .

For information on supplying water to your event, please visit www.denverwater.org/waterservicesupport or call **Don Reyes** 303-362-5942 or **Sarah Thorston** Phone: 303-628-6695

Use of Fire Hydrants

Because of the high demand and limited resources, the Denver Water Department can not convert fire hydrants into water fountains for all temporary outdoor events. Temporary permit fees determined by size of fitting and volume required. **Contact Denver Water at 303-628-6100.**

(RTD) Regional Transportation District (RTD)

The Regional Transportation District (RTD) operates over 180 bus routes through out the metropolitan area. We ask that all Event Planners and Race Directors keep this in mind when preparing for an event. If your event or race includes street closures please contact RTD as soon as possible with the dates and times. This information allows us to set up detours around your event and inform the public of these changes. RTD representatives would be happy to meet with your group in advance of the event. Closing of the Light Rail for an event can result in RTD operating bus bridges and may result in a charge to operate the bus bridges put in place of the train. If your event is new or modified, you must submit the new or modified event form prior to contacting RTD.

For further general RTD information visit their website at www.rtd-denver.com.

- For bus services contact **Gina Callahan** at email: gina.callahan@rtd-denver.com or 303-299-6926
- For Light Rail Services contact **Gary Schafer** at email: gary.schafer@rtd-denver.com or 303-299-3442

Event organizers must begin working with RTD for any requests a minimum of 45 days prior to the event date for any events that will impact an RTD stop or station; RTD requires specific information about how the stop/station will be impacted.; RTD approval is required for any requests to disrupt service. Events will be required to attend a meeting to present the request both 45 days prior to the event date and a week prior to the event date. Requests presented less than 45 days in advance will not be accepted, and plan changes will not be accepted less than 45 days from the event date.

Banners on Street

Please contact Public Works in order to obtain the correct permit necessary to hang banners on all public streets. Visit the banner entrance requirements link to get specific information and requirements for banners; <http://www.denvergov.org/Portals/730/documents/ROWPermits/Banners%20Entrance%20Requirements%20122908rev.pdf>.

To submit an application, email pwpermits@denvergov.org.

DPD—Office of Secondary Employment

Office of Secondary Employment is available as a resource to hire off-duty Denver Police officers to work at special events.

Contact information for the Office of Secondary Employment:
Denver Police Department
Analisa Ortiz, 720-337-0771.

Recycling

Events can generate a lot of waste in a short period of time. Reducing waste at events can be beneficial to the environment, provide positive public relations, and may also help to reduce some operational costs. In an effort to make our City more sustainable, we encourage all event planners to consider a waste diversion program.

Tips to get started

Plan ahead: Allow enough time to explore the options available and determine your needs.

Work with your waste service provider: Find a waste service provider that is willing to work with you to collect recyclable from your event.

Start with the easy to recycle materials: Collecting corrugated cardboard from vendors can be done simply by setting up a special container for cardboard and educating vendors to use it. You may also consider adding recycling language into vendor contracts. Encourage vendors to think about how they can reduce waste. Offer an incentive to those that do.

Collect recycling from the public: Determine what materials will be generated; aluminum cans, glass, plastic, paper products, etc.. Work with your service provider to ensure adequate containers are available and clearly marked.

Other Tips: Educate your employees, volunteers and attendees about your recycling effort. Take credit for your efforts, publicize your efforts to be green.

FOR MORE INFORMATION visit; [DenverRecycles](http://DenverRecycles.com).

Neighborhood Events or Block Parties

Neighborhood Events or Block Parties that close a street or an alley require a permit from Public Works and insurance. Refer to form PW-1 for information on street closures.

Bingo & Raffles

Many nonprofit organizations use bingo and raffles as a tool for fundraising for their organizations.

Licensing requirements are available in the bingo and raffle section of the Secretary of State's office.

You may consult their website at www.sos.state.co.us/pubs/bingo_raftles/bingo.htm or request a license application packet from: Secretary of State - Licensing Division, 1560 Broadway, Suite 200 - Denver, CO 80202 or by calling **303-894-2200** or faxing to **303-869-4864**. **Conducting raffles without a license is prohibited.**

ADA Requirements:

As an event planner, you need to ensure you are complying with all the requirements for your disabled guests. To ensure you are in compliance, visit the ADA website at: <http://www.ada.gov>

Some examples of areas to consider are: bathrooms and washing stations, access to event areas and stages, and ticket booth or vendor booths.