



2017 Park Permit Application

This application must be completed in its entirety and is a request only - applications can be accepted or rejected.

Type of Permit Requested

Please check ONE box:

PUBLIC EVENT (open to the public; includes walks, races, rides, festivals) **Application must be submitted 60 days in advance**
**indicate walk/race/ride distance: _____*

SPECIAL OCCASION (private, by invitation only)
Application must be submitted 30 days in advance

ADMISSION BASED EVENT (paid ticket is required for entry; excludes walks, races, tournaments)
Application must be submitted 60 days in advance

TOURNAMENT
Application must be submitted 30 days in advance

COMMERCIAL VIDEO/FILMING/PHOTOGRAPHY
Application must be submitted 5 days in advance

ASSEMBLY/1st AMENDMENT ACTIVITY
Application must be submitted 15 days in advance

General Information

Event/Activity Name: _____

Purpose: _____

Estimated # of daily attendees in the park per day: _____ Estimated max number of attendees in the park at any time: _____

**"Attendee" includes registered participants, spectators, and other members of the public in the park*

Park: _____ Specific Location(s) in the Park: _____

Please refer to www.denvergov.org/findapark for park map

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Set-Up Date(s): _____ **Event Date(s):** _____ **Breakdown Date(s):** _____

Begin Time: _____ Begin Time: _____ Begin Time: _____

End Time: _____ End Time: _____ End Time: _____

**Set-Up and Breakdown MUST include delivery and pick up of any event features - such as portable toilets, trash dumpsters, staging, fencing, barricades, etc.*

Contact Information - The Permit Holder Name must match the "insured" on the insurance certificate (if required)

Permit Holder will be (check one box): Entity Individual (MUST be at least 18 yrs of age)

Entity: _____
 Profit Non-profit [501 (c)(3) ONLY ACCEPTED] Registered Neighborhood Organization (Denver ONLY)

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____

Event Management Representative Name: _____

**Representative must be employee, board member, or authorized with a letter on entity letterhead signed by an authorized employee or board member. The Representative will be the only individual receiving communications from the Parks Permit Office if/until the entity provides a letter stating a change in Representative*

Email Address: _____ Phone: _____

Check here if day of event contact is the same as above, if not complete information below

Day of Event Contact: _____ Cell (Day of Event): _____

**This person must be on-site for the duration of set-up and tear-down and available 24 hours per day for the duration of the permit*

**Complete this section ONLY if the Permit Holder is an Individual*

Name: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Cell (Day of Event): _____

Features

*Features **NOT** allowed at all parks. Please consult Park Permit Office.

Alcohol (greater than 3.2% beer)				Food and Beverage			
	For sale	YES	NO		For sale	YES	NO
	Free distribution	YES	NO		Free distribution	YES	NO
Animals	YES	NO		Entertainment (bands, dancers, other)	YES	NO	
Describe: _____				Stages	YES	NO	
Amplified Sound	YES	NO		Tents/Canopies	YES	NO	
(Includes: PA Systems, Speakers, Amplifiers - Please see Denver Revised Municipal Code Section 36.2 for restrictions)				Goods and Services Vending			
					For sale	YES	NO
Electricity	YES	NO			Free distribution	YES	NO
(Electricity is not available at all parks; fees apply per hour)							
Start Date(s): _____				Other notes:			
Begin Time: _____							
End Time: _____							
End Date(s): _____							
Begin Time: _____							
End Time: _____							

Public Events Only:

Proposed 2018 Event Date(s), including set-up and breakdown date(s): _____

(This does not guarantee your event date)

Waiver

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

With respect to an activity for which a permit is issued, proposed to be held or actually held in a Denver park, applicant/permittee will indemnify and defend the City and County of Denver, its appointed and elected officials, employees and agents (the "Indemnitees") against any losses, damages, liabilities, claims, suits, actions, causes of action, costs and expenses that any or all Indemnitees may suffer, incur, or sustain or for which any or all Indemnitees may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant/permittee or the applicant/permittee's officers, employees, workers, volunteers, supplier, service providers, contractors, vendors, agents or other persons or entities under the direction or control of the applicant/permittee. I hereby agree and understand that it is my responsibility to oversee all contractors, vendors, or parties affiliated with the activity and to insure compliance with all policies, rules and regulations, and guidelines of Denver Parks & Recreation and other relevant procedures and laws. I have received, read, and understand the Denver Parks and Recreation rules and regulations (please review at www.denvergov.org/parkrules). I understand that certain fees are non-refundable (as stated) and that the permit is non-transferable.

Applicant Name (Please Print): _____

Applicant Signature: _____ Date: _____

**Applicant must be Event Management Representative or Individual*

Denver Parks & Recreation
201 W. Colfax Ave, Dept. 108 [Room 1.G.1]
Denver, CO 80202

Phone: 720.913.0700 Fax: 720.913.0778
www.denvergov.org/permits
park.permits@denvergov.org