



2018 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, runs, rides, festivals) **Application must be submitted 60 days in advance**
**indicate walk/run/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 and follow athletic permit timeline

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

ASSEMBLY/1st AMENDMENT ACTIVITY
Recommended application be submitted 5 or more days in advance

General Information

Event/Activity Name: _____

Purpose: _____

Estimated # of **DAILY** attendees in the park: _____ Estimated # of attendees in the park at **peak** 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/permits for park maps

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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 all event features - portable toilets, dumpsters, stages, fencing, 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/Organization Individual (MUST be at least 18 yrs of age) **(SKIP TO BOTTOM OF PAGE)**

Entity/Organization Name: _____

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

Street Address: _____ Apt/Unit/Suite: _____ Daytime Phone: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Event Management Representative Name (Authorized Agent): _____

**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*

Email Address: _____ Cell Phone: _____

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

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

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

Individual Name: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Daytime Phone: _____ Cell Phone (Day of Event): _____

Features

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

Alcohol (see Alcohol Policy (www.denvergov.org/permits for locations).....	Food and Beverage
For sale YES NO	For sale YES NO
Free distribution YES NO	Free distribution YES NO
Animals (not including service animals)	Entertainment (bands, dancers, other)
YES NO	YES NO
Describe (type/number): _____	Stages
	YES NO
Amplified Sound	Tents/Canopies
YES NO	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	Free distribution YES NO
(Electricity is not available at all parks; fees apply per hour)	

Date(s): _____
Begin Time: _____
End Time: _____

Event/Activity Description and Other Notes:

Public Events Only:

Proposed 2019 Public Event Date(s), including set-up and breakdown date(s): _____
 (This does not guarantee your date/location)

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/permits and 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
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