

November 1 information

Reservations will open online at 12:00 am (MIDNIGHT) on November 1. Please be advised you may experience a delay in accessing the system depending on your browser and overall connectivity. We recommend that you ensure your account and password are updated prior to November 1. We also recommend that you clear your history (cookies, cache) before logging in on November 1.

The ActiveNet Consumer Portal (online site) works best when using the following browsers:

1. Internet Explorer: 11
2. Google Chrome: latest version
3. Microsoft Edge Browser: latest version

If you experience problems with your login credentials (or have any other technical difficulties), please email PR_OnlineServiceCenter@denvergov.org.

Technical support will ONLY be available from 11:00 pm on October 31 until 1:30 am on November 1. PLEASE allow 30 minutes for an email response. We highly recommend that you resolve any account and password issues prior to November 1 to ensure a problem-free reservation.

Special Instructions for City Park Pavilion:

- Only one event per date is allowed- **If any block of time (2:00pm-11:00pm) is showing as unavailable, that entire date is unavailable.**

Special Instructions for the Washington Park Boathouse:

- Monday- Saturday: **If any block of time (8:00am-11:00pm) is showing as unavailable, that entire date is unavailable.**
- Sunday: **If any block of time (2:00pm-11:00pm) is showing as unavailable, that entire date is unavailable.**

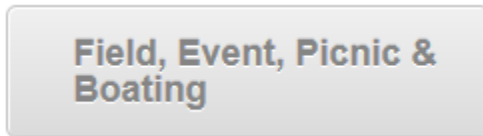
Requesting an Event Venue online

<https://apm.activecommunities.com/denver>

- All individuals requesting an Event Venue must first create an account. In order to create an account, please click on 'Create an Account' and complete all required fields.
- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to request an Event Venue online.
- Click on 'Facility Reservations | Permits'



- Click on 'Field, Event, Picnic & Boating'



- If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address (login) and your password.

Already have an account?

Login

Password

Remember me on this computer?

[Forgot your password?](#)

Don't have an Account?

- After logging in (or creating an account), you will need to select the Event Type that correlates best with the Event Venue you are wanting to request (Example: If you are interested in requesting the Chief Hosa Lodge, select the Event Type 'EVT: Chief Hosa Lodge'. If you are interested in requesting the City Park Pavilion, select the Event Type 'EVT: City Park Pavilion).
- Then you must type in a Description for the event (Example: Johnson Wedding)
- Next, type in the number of guests attending and then click on 'Continue'

Reservation Event Information

Welcome to the Reservation Request Site!

▼ Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type

Description (e.g., Johnson Wedding)

Maximum Number of Guests

Continue

- You will then be directed to the 'Reservation: Facility/Equipment Search' page. On this screen, you must select the exact facility under the 'Choose the facility for your event' box. The event venue you are wanting to reserve should be the only option listed as shown below. Then click on 'Continue'.

NOTE: Do not select any of the amenities listed in the 'Specific facility amenities or special features your event requires' box. If you select any of these, you will not be able to move forward – no results will match your criteria. This information will be discussed at a later time with the Event Coordinator.

Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

Any Locations
13th & Xenia Park
46th & Pecos Park
51st & Zuni Park
Adaptive/Community Rec. Ofc

Any Area
E Region
Mountain
NE Region
NW Region

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Event Venue: Chief Hosa Lodge

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

Unspecified
Furniture: Tables
Outdoor: Grills
Outdoor: Playground
Outdoor: Tables

When you have selected your requirements, click:

- On the next screen below, you will need to check the box under 'Select' and then click on 'Continue'

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	30	0	Event Venue: ChiefHosa Lodge	Facility	Minute	ChiefHosa Lodge 27661 Genesee Lane Golden, CO 80401 (720) 913-0700

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

- On the next screen, you will be prompted to select the date that you would like to request the event venue, by entering the 'Begin Date' and 'End Date'.
- You will then need to enter in the exact start time of the event by typing in the time in the 'Exact Time' box and selecting 'am' or 'pm'
NOTE: The City Park Pavilion is only available from 2:00 – 11:00 pm each day throughout event season. The Wash Park Boathouse is available from 8:00 am – 11:00 pm each day throughout the event season, except on Sundays (on Sundays the Wash Park Boathouse is only available from 2:00 – 11:00 pm).
- Lastly, specify how long the event will last (in hours) in the 'Duration' box.
- Then click 'Continue'.

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2017 Jul 20

-- AND --

Number of Weeks

-- OR --

End Date 2017 Jul 20

Specify when the event starts

Start at Exact Time

Exact Time 2:00 am pm

Specify how long the event lasts

Duration: 6 (hours) 0 (minutes)

To review your event dates, click [Continue](#)

- On the next screen, you will be directed to a calendar with your event date highlighted. If the date and time are correct, click on 'Continue'. If they aren't correct, click on the 'Go Back' button.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.

* indicates a date which you have changed from the requested pattern of dates and times.

▼ July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 2:00 pm 6 hours	21	22
23	24	25	26	27	28	29
30	31					

- You will then be directed to the 'Reservation Facilities/Equipment Availability' screen. If the checkbox under 'Request' is checked (as shown below), then the event venue is available on the date and time you have requested. Click on 'Continue' to proceed.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Event Venue: ChiefHosa Lodge	Facility	ChiefHosa Lodge 27661 Genesee Lane Golden, CO 80401 (720) 913-0700	--	Charge : --	0	Review selected time.

[Select All](#)
[Deselect All](#)

When you have selected the facilities/equipment to reserve, click [Continue](#)

NOTE: If there is a red 'X' under 'Request', then the event venue is not available on the date and time you requested. You would then need to go back and select a new date and time by clicking the 'Go Back' button.



- Next, you will be prompted to acknowledge/initial all checklist items and answer the required custom questions as shown below. Once you have completed this, click on 'Continue'.

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	Event Venue Rental Agreement	Event Venue Rental Agreement
Initials: <input type="text"/>	Yes	I understand the \$210 deposit is non-refundable.	--
Initials: <input type="text"/>	Yes	Please complete our Rental Facility Survey	Rental Facility Survey

Please answer the following questions (* - required).

Questions (* - required field)
Will alcohol be served (stronger than 3.2% beer)?* <input type="text" value="No"/>
Will you have any other special equipment at your event?* <input type="text" value="No"/>
Do the attendees of the event need to purchase tickets to attend? <input type="text"/>

When you are done, click [Continue](#)

- You will be directed to the 'Reservation Review' screen. This is the final step in completing your request. Simply review the information listed and click on 'Submit'.

Reservation Review

This is the final step in your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$210.00**.

Event Venue: Chief Hosa Lodge at Chief Hosa Lodge

#	Day	Date	Time
1	Thursday	Jul 20, 2017	2pm to 8pm

For all transactions that require online payment: By entering your credit card information and submitting for payment you are authorizing Denver Parks & Recreation to process your payment. If full payment is not received, Denver Parks & Recreation reserves the right to cancel any membership, permit, or activity enrollment. Any questions about using your card online should be directed to your bank or financial institution.

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click

[Continue](#)

- After clicking on 'Submit', you will be directed to the Payment Information page.
- Enter your credit card information and then click on, Continue
- You will then be directed to the 'Reservation Request Receipt' page.

Reservation Request Receipt

THANK YOU

For Your Reservation Request! Your request number is 9015553.

Please print this request and keep a copy for your records.

Thank you! Your reservation request has been received.

You will receive an email notification - please check your email regularly for this message which will include the next steps in finalizing your permit.

Prepared Oct 21, 2016 11:17 AM

Status Pending approval

Notes --



Print

▼ Reservation(s) Requested

Event	Resource	Center	Notes
Johnson Wedding Type: EVT: Chief Hosa Lodge Attend/Qty: 30	Event Venue: Chief Hosa Lodge	Chief Hosa Lodge 27661 Genesee Lane Golden, CO 80401 (720) 913-0700	--

Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Thursday	Jul 20, 2017	2:00 PM	6 hours	Jul 20, 2017	8:00 PM

Summary

Total Number of Dates: 1
Total Time: 6 hours

- **Again, the process you just completed was for a REQUEST only. Our event venue staff will review your request, add any applicable fees, and then contact you regarding the next steps. At this time, your request is pending – it has not been approved.**
- **You should also receive an auto-generated receipt email from the system informing you that your request has been received.**