EVENT LOGISTICS PLANNING GUIDE
Thank you for permitting our parks!
This guide will give you important information about hosting an event in a Denver park.
Can’t find an answer here? Contact us!

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Who Should You Contact?

Your Parks Permitting contact can help you with:
- Questions about requirements to receive an approved permit
- Questions about booking and availability
- Questions about insurance, fees, and deadlines

Your Park Staff/Onsite contact can help you with:
- Questions about the park
- Questions about logistics of your event or permitted space
- Questions about your walkthroughs and site diagrams

The Office of Special Events can help you with:
- Questions about the Office of Special Events online application
- Questions about requirements for City Agencies outside of Denver Parks and Recreation
- Coordinating and communicating with several City Agencies at once

Event Policies, Rules, Restrictions, and FYIs

Permit holders, event attendees, and vendors must comply with all DPR Policies Rules and Regulations as applicable. Some events may qualify for certain exceptions; however, any exception must be approved and noted on the walkthrough. Exceptions for events may fluctuate by park as not all parks are the same.

Points of Emphasis:
- Grass must be protected by ¾” plywood from generators, stages, and trailers. Plywood should not be under an entire stage; only stage legs. Up to 18 sq. in. of plywood can be under each leg.
- Motorized vehicles (with the exception of golf carts and gators) must remain in authorized areas – never on grass or restricted roadways. Driving beyond the designated boundaries may result in towing or ticketing at the owner’s expense.
- Events are not permitted to use DPR’s vehicles, golf carts, or gators.
- Stakes larger then 6” are prohibited. Pop up tents are allowed with stakes 6” or smaller. H-frame wire signs are allowed in grass.
- Nothing is allowed to be attached to park structures or vegetation – all elements such as signage and décor must be free standing.
- Portable toilets should be locked up or zip tied upon arrival and again after the event.
- Food trucks and food prep area must be staged on hardscape. Proper materials must be placed under cookers, grills, and vehicles with grease pans to avoid stains.
- Disposal of liquids in parks is prohibited with the exception of water barrels. Ask your Park Staff where to dispose of water barrels during your walkthrough.
- Paint and sidewalk chalk are prohibited unless a biodegradable product is approved by Park Staff and washed off after an event.
- Generators with outputs of 5kw or more require grounding rods and electrical and fire permits. Grounding rod placement must be approved by Park Staff.
- Synthetic flower petals, confetti, candles, and fireworks are never permitted.
- Some event sites can accommodate the approval of inflatables such as bounce castles, inflatable slides, and games. Permit holders must consult with Park Staff for approval and placement of any inflatables.
  - Inflatable start and finish lines for walks/runs are allowed without approval.
  - Placement of all inflatable objects must be reflected on site diagrams.
Helpful FYIs:

- Contact Denver Public Schools at 720.423.3352 for use of school parking lots.
- Events requiring a road closure must contact Department of Transportation and Infrastructure (DOTI) and obtain a permit.
  - DOTI: 720.913.0896 or transportationtmc@denvergov.org
- Insurance must cover the duration of any elements present in a permitted space including portable toilets, trash receptacles, fencing, etc.
  - For example, if your event is on a Sunday and your portable toilets are dropped off the Saturday prior and picked up on the Monday after, your insurance must reflect Saturday through Monday.
- Electricity is available in some permitted spaces, but not all. Ask Park Staff about availability during your walkthrough.
  - A fee of $9.25/hour of use will be added to your permit fees.
  - Be prepared to give the timeframe you would like to use electricity at your walkthrough.
- Flowers are typically in place by June 1st and removed after October 1st. Usage of gardens is recommended to begin in July as that is when flowers are usually in full bloom.
- Fountains are typically operating Memorial Day to Labor Day.
- The following resources are available online:
  - Park Permitting: www.denvergov.org/permits
  - Park Maps: www.denvergov.org/findapark
  - Park Trails: www.denvergov.org/trails
  - Park Rules: www.denvergov.org/parkrules
  - Office of Special Events: www.denvergov.org/specialevents

Walkthroughs

Walkthroughs typically take place 30-60 days in advance of your event. It is your responsibility to reach out to your designated Park Staff contact to schedule your walkthrough. Their information is on the back side of your Park Permit Requirements Checklist.

Things you will accomplish at the walkthrough:

1. Review DPR Rules and Regulations and approval of any exceptions.
2. Approval of site diagram(s) and timelines.
3. Review of park specific guidelines according to the permitted site.
4. Coordination of logistics for the day-of event as well as set up and tear down days.

Things you should bring to the walkthrough:

1. Site diagram(s) detailing everything you are bringing on to park property.
2. Timeline for the duration of your permit
   a. Set up to tear down, including drop off and pick up times for portable toilets and roll off dumpsters.
   b. If you are amplifying any sound, include time of sound check and the duration of amplified sound.
3. List of vendors including sanitation company.

Things you should know about the walkthrough:

1. Walkthroughs can take place over the phone and via email rather then in-person (especially for repeat events). It is up to your designated Park Staff contact to determine.
2. You will submit the Walkthrough document to the Parks Permitting office, signed and dated by your Park Staff contact no later than 21 calendar days before your permit start date along with your signed site diagram(s).
**Site Diagrams**

Site diagrams detail the location of all amenities brought into permitted spaces for an event. Permit holders are given freedom in deciding how to create their diagram(s). You are allowed to use DPR’s park maps located at [www.denvergov.org/findapark](http://www.denvergov.org/findapark), aerial views through Google Maps, or diagrams/drawings you generate as long as the space and items are clearly marked. Some garden maps are available (i.e. Mt. Vernon Garden at Washington Park) for special occasion permits. Ask your Park Staff what maps are accessible for your use.

**Your site diagram must include:**

1. Everything you are bringing onto park property including tables, tents, chairs, food trucks, stages, start/finish lines, DJ booths, generators, trash receptacles, etc.
2. Location of portable toilets and roll off dumpsters.
   a. These must be staged on hardscape, unless otherwise approved by Park Staff.
3. Placement of any approved items including inflatables.
4. All walks/runs are required to submit a diagram of their course in addition to the site diagram of their anchor area.

**Please note:**

1. All site plan diagrams are subject to approval by Park Staff.
2. Site diagrams signed by your Park Staff contact must be submitted to the Parks Permitting Office no later than 21 calendar days before your permit start date.

**Other Documentation**

You may be asked to provide one or both of the following:

**Trash Plan:** a written plan detailing the amount and type of trash receptacles you’re providing, where the receptacles will be emptied, and the name of your trash vendor if applicable.

**Parking and Transportation Plan:** a map detailing areas you are designating for parking and reflecting the flow of traffic.

**Damage Policy**

Permit holders will be held responsible for any and all damage that occurs in the permitted space during their permitted time. Events with 750 attendees or more are required to pay a damage deposit. Park Staff will complete a damage assessment before and after the event (the pre/post walkthrough) and inform the permit holder of the damage report. This process will be reviewed during the walkthrough. Damage fees will be taken out of the damage deposit. The remaining amount will be returned, or an invoice for the remaining fee will be prepared. Events without a damage deposit will be invoiced directly for any damage or impact upon the park.

Damage fees for any impacts on park property can include labor hours, parts, materials, and contractor estimates.

**Emergency Protocol**

In case of emergency, call 911 immediately. Then inform Park Staff of the emergency via phone or email.

If non-emergency assistance is needed, you can contact Park Staff or the Park Ranger Assistance Line at 303.331.4050. You can also connect with the Park Rangers by dialing 311. For issues relating to the logistics of your event (electricity access, gates, bollards, etc.) call your Park Staff contact. For issues relating to enforcement of park rules, contact Park Rangers.
Certifiably Green Denver Event Certification

Denver Parks and Recreation is proud to pilot a green event certification program in partnership with Certifiably Green Denver and the Office of Sustainability’s Love This Place” challenge to help the city achieve its 2020 Sustainability Goals.

This program is designed to help you become a leader and a champion in sustainable event management practices. You will receive in-person support and step-by-step instructions about how to complete your certification through the Certifiably Green Denver program.

To participate, follow a few simple steps:

1. Look over the certification requirements checklist and decide what commitments you are able to make.
2. Reach out to us to help you set sustainability goals and facilitate your certification.
   a. Janet Burgesser | Program Manager – Certifiably Green Denver
      i. Janet.Burgesser@Denvergov.org
      ii. 720.865.5457
3. Provide verification of your completed goals.
4. Promote your participation and celebrate!

Important Information Regarding Other City Agencies

Denver Department of Public Health and Environmental (DPHE)

As the organizer of an event, you play a key role in helping protect the environment! Storm drains go directly to our rivers, streams, and lakes, so any liquid other than rain water or snow melt must never enter a storm drain. Putting non-stormwater liquid down a storm drain is illegal. Permit holders are responsible for ensuring compliance. Please read the following about protecting our storm drains, how to properly power wash, how to avoid spills and how to handle them if they occur, as well as controlling waste as it relates to your event.

Critical Actions

- **Never** wash anything into a storm drain (food, trash, foliage or water/cleaning agents).
- **Never** dispose of solid waste materials into any drain.
- **Never** pour/allow fluids containing chemicals, detergents or additives onto the ground.
- Storm sewer system discharges are prohibited without a permit per State Regulation 65.

Power Washing and Stormwater Protection

- Permit holder must comply with all applicable environmental regulations.
- Use absorbent and sweep to remove all solids/trash before power washing.
- Pick up and dispose of any trash in appropriate containers.
- Avoid cleaning products containing hazardous substances (i.e. acids, bleach, etc.).
- If chemicals are used, SDS must be available and the wash water must be captured, containerized, and disposed of properly.
- Direct wash water towards grass/soil.
- Power washing must not:
  - Create standing/flowing water
  - Harm vegetation or cause soil erosion
  - Contain solid materials, chemicals, or detergents
- Do not dump any liquids or materials into stormwater drains.
- Do not wash kitchen mats, exhaust filters, or other equipment outside.
- Ensure items stored outside are covered and leak proof.
Spills

- ID the spilled material. Control and mitigate spill to protect sewers and drains.
- Put cardboard under a food truck’s grease trap to avoid spotting.
- Be careful to avoid spills if refueling a generator at an event.
- Call 311 – say “spill” if the following occurs: Cooking oil, fuel or chemical spill is 5+ gallons.
- Call 911 if the spill is life-threatening, endangers safety or is a significant property risk.

Waste

- Vendor generated waste is regulated by the Colorado Retail Food Rules & Regulations.
- Provide clear signage for trash stations and store waste containers under cover or grass.
- **Never** wash a trash container out unless wash water is captured.
- Walk the event area to pick up and properly dispose of loose trash and debris.
- Sweep the roadway and parking lots after a large event.
- Portable toilet waste is “septage” and must be properly managed.

Amplified Noise Ordinance

Your event must comply with Denver’s Noise Ordinance. You were emailed information about the ordinance along with your Parks Permit Requirement Checklist from your Parks Permitting contact. It is imperative that the noise ordinance is followed.

Office of Special Events (OSE)

Denver’s Office of Special Events’ mission is to help guide event organizers and through the City’s permitting process. OSE’s team of event liaisons are available to help you work with multiple Departments and Agencies in the City of Denver, to think through your event, to provide expertise regarding City processes, and to ensure your event is safe and compliant.

Events (open to the general public, not private events) are required to fill out an online OSE Event Application. Visit [www.denvergov.org/specialevents](http://www.denvergov.org/specialevents) for more information.