



PUBLIC EVENT PERMIT CANCELLATION PROCEDURE

1. Cancellation by the Permit Holder (OTHER than Force Majeure – defined below)

Cancellation requests must be sent by the Permit Holder to the Parks Permit Office (park.permits@denvergov.org)

For cancellation requests received 22 days or more prior to the permit start date:

All permit fees paid, less the non-refundable deposit, will be refunded within 30 business days

For cancellation requests received 21 days or less prior to the permit start date:

No refund will be issued except for damage deposit and electricity fees, which will be refunded in full within 30 business days

2. Cancellation due to Force Majeure (Public Event Policy Section 8.3 –www.denvergov.org/parkrules)

Force Majeure includes:

- inclement weather or other factors which presents potential danger to Attendees or Permittee Workers
- temporary poor conditions of the Park which will result in further significant damage to the Park if the Event were held
- damage to the Event Site or Park requiring closure of the Event Site or Park and/or immediate emergency repairs
- a national, regional or local state of emergency
- closure of the Park; or
- any reason found to be justifiable by the DPR Executive Director as *Force Majeure*

If the Permit Holder cancels, notice of the cancellation must be immediately provided to Park Staff (provided to the Permit Holder at the initial or pre-event walkthrough). The Permit Holder must also immediately notify the Parks Permit Office (park.permits@denvergov.org or 720.913.0700 (leave a message outside of business hours)).

If Denver Parks and Recreation cancels, the Director of Parks (or his/her designee) will notify the Permit Holder immediately.

Rescheduling and Refunds:

This is addressed in section 8.3 of the Policy and should only be discussed only with the Parks Permit Office. If a cancellation occurs, for either reason listed above outside of Parks Permit Office business hours (Monday-Friday, 8am-4pm), the Permit Holder will be contacted on the next business day.

If the Permit Holder cancels, the Parks Permit Office will offer available dates/locations to reschedule within the same calendar year. All paid fees will transfer to the rescheduled permit. If the event cannot reschedule within the current calendar year, for whatever reason, 50% of any fees paid, less the non-refundable deposit, will be refunded within 30 business days in addition to a full refund (if no damage reported) of the damage deposit and electricity fees (if applicable).

If Denver Parks and Recreation cancels, the Parks Permit Office will offer available dates/locations to reschedule within the same calendar year. If the event cannot be rescheduled, for whatever reason, a full refund of all fees paid will be issued within 30 business days.