



## Event Facility Regulations

The following regulations apply to all events held at the Central Park Pavilion, Chief Hosa Lodge, City Park Pavilion, Fleming Mansion, Montclair Civic Building, and Washington Park Boathouse. Any exceptions will be stated in the approved permit.

### Hours of Operation

- The City Park Pavilion and the Washington Park Boathouse are permitted at a set fee for a minimum of 4 hours and a maximum of 9 hours
- The Central Park Pavilion, Chief Hosa Lodge, Fleming Mansion, and Montclair Civic Building are permitted on an hourly basis and have a 4 hour minimum
- All setup and cleanup (including pickup and delivery of rental equipment) must be completed within the hours of the permit
- Amplified sound and alcoholic beverage sale and service must end no later than one hour before the permit ends

### Cleaning and Damage

- Permit holders are responsible for all setup and cleanup needed for their events. Facilities must be returned in the same condition as received. The Event Facilitator will perform an inspection before and after each event to assess any damage or additional cleaning. Setup and cleanup must be completed within the permitted time
- No personal items, rental equipment, decorations, etc. may be stored in the Event Facilities overnight or outside of the permitted times
- Do not drag heavy objects on the floor. Boxes, chests, musical and electronic equipment, cases, podiums, kegs and furniture must be carried across the floor and placed gently
- All furniture, especially chairs and table legs must have intact rubber (or other soft, resilient material) boots or tips
- Only dollies with rubber tires can be used. Metal wheels of any kind are prohibited

In the event of damage to the facility or equipment, events running past the permitted time or the necessity of additional cleaning after the permit time has ended, permit holders will be invoiced at the following rates:

- Exceeding the permitted time (including cleaning not completed by the permit end time) - \$200/hour, starting 15 minutes past the permit end time (1 hour minimum)
- Repair of damage to facility or equipment: \$50/hour/per person (labor) plus parts and equipment, as applicable
- Replacement of equipment: Full value of replacement
- Power washing: Full cost of service

### Payment and Cancellation

- **\$210 OR 50% of permit fee if total permit fee is less than \$210**, is due at the time of reservation and is **nonrefundable**
- Cancellation **22 calendar days or more** prior the permit start date – all fees paid, less the non-refundable deposit, will be refunded
- Cancellation **21 calendar days or less** prior to the permit start date – no refund will be issued
- Cancellation requests must be sent in writing to Erin Burke, Event Coordinator, at [erin.burke@denvergov.org](mailto:erin.burke@denvergov.org)
- Refunds will be processed within 30 calendar days

### Alcoholic Beverage Service/Sale

- A trained professional bartender who is NOT a guest at the event is required for all events that serve/sell alcoholic beverages. He/she is required to provide a copy of the bartender certification, and show a government issued ID on the day of the event to the Event Facilitator before any alcohol service or sale will be permitted. Acceptable credentials are: TIPS card; ServSafe credential; or a certificate of completion from a bartending school
- If permit holders wish to sell alcohol at their event, they must also obtain a special event liquor license from the Denver Department of Excise and License
- Glass is not permitted in any Denver Park. Event Facilities have been exempted from this regulation, but no glass may be taken outside of the event facility into the surrounding parks. Additionally, alcoholic beverages may **NOT** be taken outside of the permitted space **under any circumstances**

### Food Service and Catering

- Due to safety and sanitation issues, food trucks and caterers may not park on the public plazas in front of the **City Park Pavilion** and **Washington Park Boathouse** while events are in progress. Vehicle access is only permitted for loading and unloading during setup and cleanup times. **When pulling on and off the plaza area, a designated "spotter" MUST be assigned to watch for pedestrian traffic.** A cooking/prep area for grills, trailers, etc. is provided adjacent to each facility
- Cooking or raw prep is prohibited at all the event facilities

### Decorations and Amplified Sound

- The following items **are prohibited**: balloons, rice/birdseed, glitter, confetti or fireworks of any kind
- No tape, nails, staples, tacks, adhesive of any kind, etc. may be used to affix anything to the walls of the facility. No items may be hung from the rafters, ceiling, or light fixtures of any event facility
- Open flames (including grills, propane burners, etc.) and portable heaters are prohibited. Chafing dishes and votive or tea light candles enclosed in glass containers are permitted
- Amplified sound must not exceed 55 decibels from the nearest residential property line to the event facility and must end no later than one hour before the permit ends

### Other Important Information

- A pre-event walkthrough with an Event Facilitator is mandatory for all events
- Permit holders are responsible for the actions of their guests and vendors, including those responsible for setup and cleanup
- It is the permit holder's responsibility to supply all equipment and supplies (tables, chairs, dishes, silverware, coffee filters, etc.) that are to be used for the event except where otherwise specified
- Smoking is prohibited within any event facility
- The **City Park Pavilion** and **Washington Park Boathouse** are open-air facilities. Temporary sidewalls are prohibited at both event facilities. No refunds will be given for events cancelled by the permit holder due to inclement weather. Permit holders are strongly encouraged to incorporate a contingency for inclement weather into their plans, especially during the Spring and Fall seasons
- Permit holder acknowledges and understands that all change requests on the permit, including the date or hours of the event, must be communicated in writing to Erin Burke, Event Coordinator, at [erin.burke@denvergov.org](mailto:erin.burke@denvergov.org), no less than 21 calendar days prior to the date of the event and may or may not be accommodated

**It is the permit holder's responsibility to inform all caterers, musicians, florists, and other vendors and guests of the specific terms of the permit. Permit holder is responsible to insure that all event participants observe the terms of the permit and follow all park use rules and regulations**