The following regulations apply to all permits at 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**

- City Park Pavilion and Washington Park Boathouse are permitted at a set fee and have a 4-hour minimum and 9-hour maximum. You may select a rental block within the following timeframe:
  - **City Park Pavilion** 2:00pm – 11:00pm
  - **Washington Park Boathouse**
    - *Monday – Wednesday:* 7:00am – 11:00pm
    - *Thursday:* Unavailable
    - *Friday and Saturday:* 7:00am – 11:00pm
    - *Sunday:* 2:00pm – 11:00pm
- Central Park Pavilion, Chief Hosa Lodge, Fleming Mansion, and Montclair Civic Building have an hourly fee and have a 4-hour minimum and 9-hour maximum. You may select a rental block within the hours of 7:00 am – 11:00pm (7:00am – 10:00pm for Montclair Civic Building)
- All setup and cleanup (including delivery and pickup of rental equipment) must be completed within the hours of the permit

**Cleaning and Damage**

- Permit holder is responsible for all setup and cleanup. Cleaning supplies are available to permit holder. Event Facilities must be returned in the same condition as received. The Event Facilitator will perform an inspection before and after 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 overnight or outside of the permitted times
- Do not drag heavy objects on the floor. Boxes, 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, activities running past the permitted time, or the necessity of additional cleaning after the permit time has ended, the permit holder 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 or damage to facility or equipment: $50/hour/person (labor) plus parts and equipment, as applicable
- Replacement of equipment: Full value of replacement
- Power washing: Full cost of service

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Payment and Cancellation

- **$210** is due at the time of reservation and is **nonrefundable**. If the total permit fee is less than $210, the difference will be refunded.
- A full summary of fees can be found on our [website](#).
- Cancellation **22 calendar days or more** prior to 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 the DPR Events Coordinator, at Thomas.Paszkiewicz@denvergov.org.
- Refunds will be processed within 30 calendar days.
- If you plan to charge admission fees to the attendees, your permit must comply with the [Admission Based Event policy](#). In this case, permit fees are increased. Additional details will be provided upon booking.

Alcoholic Beverage Service/Sale

- A certified bartender who is not a guest of the activity is required for serving/selling alcoholic beverages. A copy of their certification and government issued ID will be collected on the day of the event by the Event Facilitator before any alcohol service or sale will be allowed. Acceptable credentials are: TIPS card; ServSafe credential; or a certificate of completion from a bartending school.
- If the permit holder wishes to sell alcohol:
  - Permit holder must obtain a Special Event Liquor Permit from the [Department of Excise and Licenses](#).
- Alcohol sales/service must stop 1 hour before the end of the event.
- Glass is not allowed in any Denver Park. Event Facilities have been exempted from this regulation, but no glass may be taken outside into the surrounding parks. Additionally, alcoholic beverages may NOT be taken outside of the permitted space **under any circumstances**.

Vehicle Access and Catering

- Vehicle access to the public plaza in front of **City Park Pavilion, Washington Park Boathouse** and **Central Park Pavilion** is **prohibited at all times**. Food trucks and caterers may park in the parking lot. Food trucks must supply their own power. Permit holder must be on site to monitor the food truck arrival and departure to ensure they are parked and set up correctly.
- A cooking/prep area for grills is provided adjacent to each Event Facility.
- Cooking or raw prep is prohibited indoors.
- Permit holders may not block off or reserve parking spaces within a parking lot.

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Event Facility Regulations

Equipment, Decorations, and Amplified Sound

- Certain Event Facilities have tables and chairs available to use. Furniture must remain indoors and not be used outdoors, unless specified otherwise.
- Inventory of tables and chairs can fluctuate, and exact counts are not guaranteed.
- Tables and chairs are **NOT** included at Washington Park Boathouse and must be supplied by the permit holder.
- Setup is limited to the boundaries of your permitted area. A detailed outline of your boundaries will be provided with your confirmation email.
- The following items are **prohibited**: Rice, birdseed, glitter, inflatables, confetti, artificial flower petals, and fireworks.
- Balloons:
  - **Helium-filled balloons** NOT allowed at any Event Facility.
  - **Balloons of any kind** NOT allowed at City Park Pavilion and Washington Park Boathouse.
  - **Non-helium balloons** OK at Central Park Pavilion Chief Hosa Lodge, Fleming Mansion and Montclair – INSIDE only.
- 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.
- Open flames and portable heaters are prohibited. Chafing dishes and votive or tea light candles enclosed in glass containers are allowed.
- 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.
- Permit holder is responsible for providing all equipment and supplies (dishes, silverware, coffee makers/filters, linens, etc.) that are to be used, except when specified otherwise.

Other Important Information

- A pre-event walkthrough meeting with an Event Facilitator is mandatory for all events.
- Insurance is required for all events. Instructions and details will be provided within your confirmation email.
- Permit holder is responsible for the actions of their guests and vendors, including those doing setup and cleanup.
- Smoking is prohibited inside any Event Facility.
- **City Park Pavilion** and **Washington Park Boathouse** are open-air structures. Temporary sidewalls are prohibited. No refunds will be given for cancellations 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 must be communicated in writing to the DPR Events Coordinator, at Thomas.PaszkieWicz@denvergov.org, no less than **21 calendar days** prior to the permit start date and may or may not be accommodated.
- Permit holder is responsible for informing all vendors and guests of the specific terms of the permit and ensuring that participants follow all park use rules and regulations.
- Permit holder agrees to all Event Facility regulations and all **park use rules** and regulations by accepting an approved permit.