



# Event Logistics Review for Park Permits

Please refer to the Park Permit Requirements (REQs) Checklist you received from the Parks Permit Office which contains the requirements you must complete in order to receive your permit, one of which is having an Event Facilitator review and approve your site plans. This guide contains instructions on completing the Event Logistics Review, general park rules, and other helpful info to guide you in the process.

## Who should you contact?

### Your Event Facilitator or Park Staff contact can help you with:

- Questions about the Event Logistics Review (previously “initial walkthrough”) and plans at the park
- Day-of operations, potential on-site walkthroughs, and damage assessments

### Your Parks Permit Office staff contact can help you with:

- Questions about your Park Permit and items on your REQs Checklist

**The Office of Special Events (OSE):** Denver’s Office of Special Events’ mission is to help guide event organizers through the City’s permitting processes. OSE’s team of event liaisons are available to help organizers work with multiple departments and agencies in the City of Denver, to provide expertise regarding city processes, and to ensure events are safe and compliant. Typically, only public events work with OSE.

- [Click here to see if your event requires an Office of Special Events Permit \(OSEP\)](#)
- [Click here for the Special Event Planning Guide from OSE](#)

# Event Logistics Review (ELR)

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The [Event Logistics Review](#) will accomplish the following for your event:

1. Review and approval for all plans at the park including site diagrams
2. Review of park specific guidelines and operating procedures for your permitted space(s)
3. Coordination of logistics for all permitted days at the park including load-in and load-out
4. Fulfill items on your REQs Checklist (final submission goes to Parks Permit Office)

Items to prepare for your Event Logistics Review:

- Timeline of the event including load-in and load-out plans
- Draft site diagram(s) for all permitted spaces
- Parking Plan
- Power Plan
- Restroom Plan
- Trash Removal Plan
- Cleaning Plan
- Water Usage Requests
- Any Questions

[CLICK HERE TO COMPLETE THE EVENT LOGISTICS REVIEW ONLINE](#)

Once submitted, an Event Facilitator will be in touch regarding any necessary revisions and next steps which may include a meeting to review everything in detail either virtually and/or an in-person walkthrough at the park. You will receive your ELR form via email once all plans are approved. You must then submit your approved ELR form to the Parks Permit Office by the due date on your REQs Checklist.

## Park Specific Guides

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If your event is taking place at one of the parks listed below, please click the corresponding link to review particulars at that park including additional maps, resources for water and power, locations for rentals such as dumpsters and portable toilets, typical allowable access and operations, etc.

[Central Park](#)  
[Cheeseman Park](#)  
[City Park](#)

[Civic Center Park](#)  
[Great Lawn Park](#)  
[Parkfield Park](#)

[Ruby Hill Park](#)  
[Sloan's Lake Park](#)  
[Washington Park](#)

# Site Diagrams

Site diagrams must detail the locations of all items being brought onto park property for an event. Events are given freedom in creating diagram(s) so long as they include all permitted spaces and clearly label all items. Refer to the maps of your permitted space(s) provided by the Parks Permit Office.

Understanding your event space prior to creating your site diagram will aid in planning a seamless, successful event. If you have not seen your permitted space(s), please make a trip to the park to better envision your plans. Event Facilitators are available to answer any questions to aid in your planning and can schedule in person walkthroughs at the park to advise on site plans.

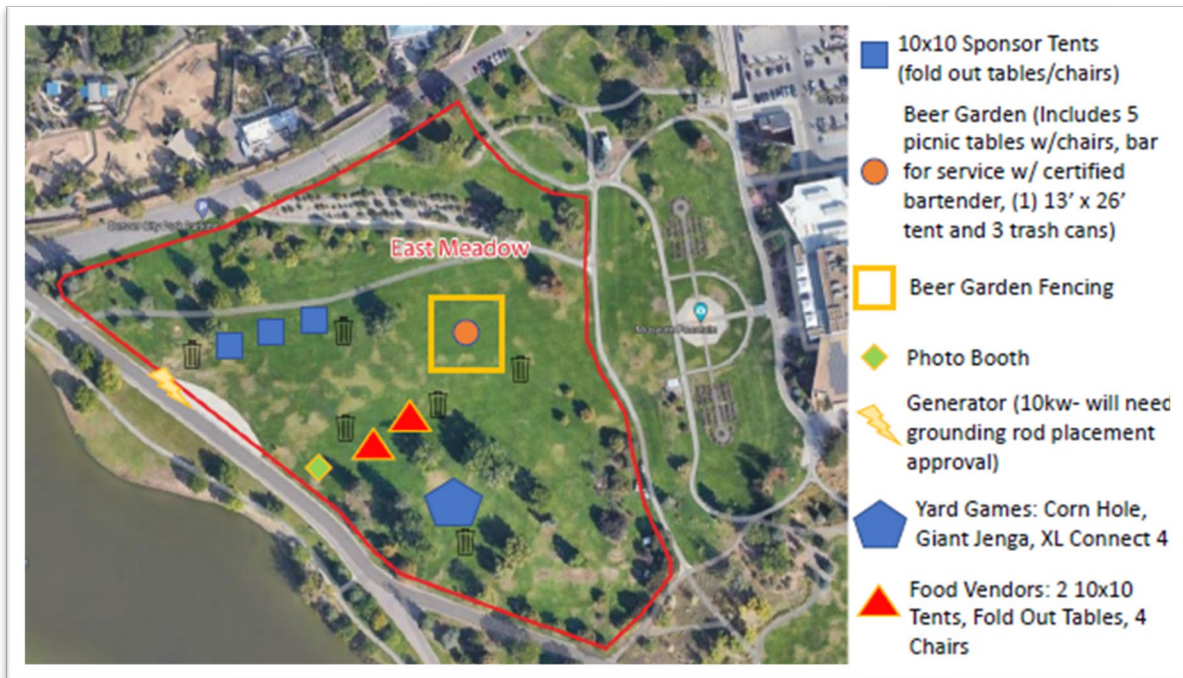
Draft site diagrams that show all elements of your event are required when completing the Event Logistics Review and should include:

- All event infrastructure
- Tents, canopies, seating areas, stages, generators, portable toilets, trash/recycling containers, etc.
- Placement of food trucks and other vehicles and/or trailers onsite
- For races, runs, and walks, please include maps of all routes and details for start/finish areas
- Public entrances and exits
- Fencing and barricades
- Location of flammable gases, open flames, barbeque grills and/or pyrotechnics

Additional site plan requirements for public events from OSE include:

- ADA access
- Emergency exits and fence breaks
- Fire/emergency access lanes

SAMPLE SITE DIAGRAM



# General Park Rules & Helpful Information

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This section highlights common park rules and provides other helpful information. Visit [Denver Parks and Recreation's \(DPR\) Rules and Regulations](#) for a comprehensive list of all rules and regs which events are expected to comply with unless otherwise approved:

- **Vehicular Access (No Driving on Grass)**: Motorized vehicles must remain in authorized areas and can never drive on grass or restricted roadways unless otherwise approved. Driving or parking in unauthorized areas may result in towing or ticketing at an owner's expense as well as be a violation of the permit policy. Please verify vehicular access for your event during the Event Logistics Review.
- **Staking in Grass**: In general, staking into grass up to a 6" depth is allowed but no further in order to protect irrigation systems. Alternatives to securing items are weights, water barrels, or sandbags.
- **Food & Beverage**: Food trucks and food prep areas must be staged on hardscape and have proper materials under cookers, grills, and grease pans to avoid stains. Events should consider how to completely clean the park from any food and beverage debris; power washing may be necessary.
- **Marking a Park**: Any use of temporary chalk or water-soluble paint to mark a course or event space must be approved (permanent paint is prohibited). Allowable paint is typically **white** ground marking paint and can only go on grass. Chalk can only go on sidewalks or pavement and should be washed away at the conclusion of the event. Examples of acceptable alternatives are flags, cones, or signage.
- **Prohibited Items**: Balloons, confetti, glass bottles/containers, and open flames such as sparklers, candles, or fireworks are never permitted. Weddings who wish to decorate an aisle with flower petals must use real petals (not synthetic ones). Events should consider avoiding anything that could potentially litter the park.
- **Inflatables (Public Events Only)**: Some event sites can accommodate inflatables such as bounce castles, inflatable slides, and games. Events must consult with an Event Facilitator for approval and placement of any inflatables. Placement of all inflatable objects must be reflected on site diagrams.
  - Inflatable arches for start/finish areas at races, runs, and walks are allowed.
- **Electricity**: Electricity is available in some permitted spaces, refer to the Park Specific Guides for more information or ask an Event Facilitator about your park. A fee of \$9.25 per hour of electrical use will be added to your permit fees.
  - Please note DPR cannot guarantee electrical functionality, so backup generators are always recommended. In the rare case that electricity fails during an event, follow up with DPR to request a reimbursement.
- **Generators**: Refer to [OSE's Special Events Planning Guide](#) for generator information and required permits. Generators with outputs of 5kW or more require grounding. If a grounding rod install is necessary, the location must be approved during the Event Logistics Review and will likely require a trip to the park and calling 811 for locates. Some parks have existing grounding rods in place.



- **Signage & Decor**: Nothing is allowed to be attached to park structures or vegetation to protect infrastructure and horticulture. All elements such as signage and decor must be free standing.
- **Protection of Park Horticulture and Amenities**: In some cases, events may be required to provide protection to park horticulture or amenities, such as fencing around flower beds.
- **Fountains and Flowers**:
  - Typically, flowers are in place by the beginning of June and removed in the beginning of October. Permits in gardens, such as weddings, are recommended to begin in July as that is usually when flowers reach full bloom.
  - Typically, fountains operate from around Memorial Day to Labor Day weather dependent.
- **Parking Lots at Denver Public Schools (DPS)**: Events that wish to use school parking lots must reserve them directly through Denver Public Schools. Contact DPS at 720-423-4087 or visit <https://facilities.dpsk12.org/communityuse/> to apply for use of school parking lots.

## Day-of Assistance

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Public events typically have a day-of park staff representative, your Event Facilitator will provide that information. Other permit types can contact Park Rangers via 311 if assistance is needed (outside of Denver call 720-913-1311). Through 311, you can also reach the animal shelter or report encampments.

## Damage Charges & Permit Policy Violations

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The permittee is responsible for any costs associated with restoring the condition of a park and permitted spaces from any impacts from an event, including the cost to repair or replace any damage to park property. Failure to adequately clean parks and permitted spaces can also incur costs and potential warnings or violations of the permit policy. Event Facilitators will notify permittees of any damage or issues and may schedule post-walkthroughs with permittees (especially for public events) to point out any problems and provide guidance on what to address to avoid potential charges associated with restoration.

A few common examples of damage charges include:

- Replacing damaged turf with new sod
- Repairing broken irrigation parts
- Power washing stains from food and beverage waste or grease
- Removal of remaining trash and litter

DPR staff time spent cleaning, repairing/replacing items, or rectifying negligent actions will result in labor fees. Please speak with your Event Facilitator about how you can best care for the park before and after your event. Park staff complete assessments before and after events and will notify permittees of any issues or damages. Refer to the bottom of your REQs Checklist for links to policies and other resources to familiarize yourself with other potential violations to avoid.