

**Denver Parks and Recreation**  
**Cancellation Policy**  
**Special Occasion Park Permits**  
(Effective September 1, 2016)

The Permit Holder must notify the Parks Permit Office in writing of a cancellation at  
[park.permits@denvergov.org](mailto:park.permits@denvergov.org)

**Cancellation by permit holder 22 days or more prior to the permit start date**

All permit fees paid, less the non-refundable deposit, will be refunded

**Cancellation by permit holder 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 \*

**Cancellation by permit holder day of event(s) due to weather:**

The Parks Permit Office will offer available dates to reschedule within the same calendar year. All paid fees will transfer to the rescheduled date. If the event cannot be rescheduled, for whatever reason, 50% of any fees paid, less the non-refundable deposit, will be refunded in addition to a full refund of electricity fees, stage delivery fees and damage deposit (if no damage). The Permit Holder must notify the Parks Permit Office in writing of a cancellation at [park.permits@denvergov.org](mailto:park.permits@denvergov.org) no later than one business day after the cancellation

**Cancellation by the Department day of event(s) due to weather or unforeseen circumstances:**

The Parks Permit Office will offer available dates 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