


Should you experience problems with your login credentials or have any technical difficulties, please email: [park.permits@denvergov.org](mailto:park.permits@denvergov.org)

## Picnics



**McWilliams Park**

Denver park picnic sites are ideal for family occasions, corporate picnics, or community gatherings. Permits are required to reserve a site for exclusive use.

Site capacities vary and are limited due to COVID-19 restrictions. [Please review various site capacities.](#) (PDF, 148KB)

Insurance is required if the picnic is at a mountain park site and has more than 100 people in attendance.

### COVID-19 Requirements

Please note that permit holders must agree to and follow the [COVID-19 special requirements.](#) (PDF, 28KB) as a condition of the permit.

State and City Orders can affect the status of park and event facility permits. Affected permit holders will be contacted as soon as possible should that occur.

- [2021 Picnic Reservations](#) +
- [Seasonal Availability](#) +
- [Online Reservations](#) +
- [Mountain Park Permit Requirements](#) +

Fee Based Activities

Find a Park

Parks & Recreation Policies +

Online Service Center

Reserve picnics, fields, facilities, campsites, event spaces, and more!

**Get Started** >

Contact the Parks Permit Office

201 W. Colfax Ave., Room 1.G.1 (1st floor)  
 Denver, CO 80202  
 Phone: (720) 913-0700  
 Fax: (720) 913-0778  
[park.permits@denvergov.org](mailto:park.permits@denvergov.org)  
**Office Hours:**  
 Monday - Friday  
 8 am - 4 pm

From our [Picnics Permit Page](#) click the “**Get Started**” button circled below

## Reserve Options

Welcome to Denver Parks and Recreation's facility reservation page!

**PLEASE NOTE:** Not all facilities may be reserved through our online portal. For reservations at all other facilities, please refer to directions on our main website.

Permit / Rental requests are processed during the current season ONLY - reservation requests for dates outside the current season will be automatically DENIED.

Find season dates + more details about the permits offered via this process:

- [Athletic Fields and Courts](#)
- [Event Facilities](#)

**Event Facilities and Permits**

**Event Facilities and Permits**

Athletic Fields and Courts | Event Facilities | Picnic Sites

**View Facility Availability**

**View Facility Availability**

View Facility availability in calendar format. NOTE: Not all facilities can be reserved.

Click on “**Event Facilities and Permits**”

- If not already **signed in**, you'll now be prompted to do so or to
- **Create a New Account.** All individuals reserving a picnic site must have an account. If you have previously done business with Denver Parks and Recreation, you most likely have an account already
  - To create a new account, please click “**Join**” and complete all required fields
  - When creating your account, the email address you list will be your login name

This will redirect you to the “Reservation Event Information” page

- **Event Type:** PER: “Picnic-Urban” or PER: “Picnic-Mountain”
- **Description:** Title your picnic activities
- **Number of Guests:** Number of total guests in attendance

**Please note:** capacity limits for all picnic sites cannot be exceeded  
Please see the [Picnic Site Inventory List](#), for these capacities and other site information

## Reservation: Facility / Equipment Search

← **Skip** the “Choose the location or area, for your event” section

**Urban Sites:**  
Select either “Picnic Site: Urban Park (sheltered)” or “Picnic Site: Urban Park (standard)”

**Mountain Sites:**  
Select either “Picnic Site: Mountain Park (sheltered)” or “Picnic Site: Mountain Park (standard)” or “Picnic Site: Mountain Park (standard) > 100” (specifically for groups of 100+ persons)

Select your Picnic Site

← **Skip** the “Specify facility amenities or special features your event requires”

Click “Continue”

## Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	50	0	Cheesman Park: Picnic Site	Facility	Rental Block	Cheesman Park 1599 E. 8th Ave. Denver, CO 80218 (720) 913-0700

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

Use the following list to go back to a previous step.

[Facilities/Equipment Search](#) [Go Back](#)

If everything looks correct, check the box under “Select” and click “Continue”

\*If you enter too many guests, you will be prompted with the allowed capacity. Please see the [Picnic Site Inventory List](#) for current capacities.

## Reservation Event Dates

**Cheesman Park: Picnic Site cannot be reserved more than 365 day(s) in advance.**  
**Cheesman Park: Picnic Site must be reserved at least 1 day(s) in advance.**

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2019 | Aug | 14

-- AND --

Number of Weeks:

-- OR --

End Date: 2019 | Aug | 14

Specify when the event starts

Available Time Slots: 5:00 AM to 11:00 PM (Picnic Site Reservation)

Select your desired date

Most sites only have a single slot, per date.

**Exceptions:**

**City Park:** Weekend picnics – only available from 1:00pm – 11:00pm due to morning race/walks

**Washington Park:** Two timeslots\*

\*Please contact the Parks Permit Office if you desire both timeslots in the same day and we will assist

## Review Reservation & Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request. \* indicates a date which you have changed from the requested pattern of dates and times.

August, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 8:00 am 18 hours	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The yellow box represents your desired date.

Press “Continue” if correct!

The next page is the **“Reservation Facilities/ Equipment Availability”** page. This will show if the date and location is available with a blank checkbox under **“Request”** OR that the date is unavailable with a red **“X”** under **“Request”**

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Cheesman Park Picnic Site	Facility	Cheesman Park 1599 E. 8th Ave. Denver, CO 80218 (720) 913-0700	--	Charge : \$51.00	0	Review selected time.

Select All  
Deselect All

When you have selected the facilities/equipment to reserve, click **Continue**

**Available!**

Check the box and Press **“Continue”**

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Cheesman Park Picnic Site	Facility	Cheesman Park 1599 E. 8th Ave. Denver, CO 80218 (720) 913-0700	--	Charge : --		1 date is not available

Select All  
Deselect All

When you have selected the facilities/equipment to reserve, click **Continue**

**Not available!**

You may request a separate date or location using the **“Go Back”** option below

Use the following list to go back to a previous step.

**Start Over**

### Reservation Checklist Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	COVID Requirements - Picnic Sites	<a href="#">COVID Requirements - Picnics</a>
Initials: <input type="text"/>	Yes	Picnic Site Restrooms are not guaranteed --	
Initials: <input type="text"/>	Yes	Waiver - Picnic Site	<a href="#">Waiver - Picnic Site</a>

Please answer the following questions.

**Questions**

\*What time will you arrive for your picnic site reservation? (Required)

\*How many hours will your picnic reservation last? (Required)

When you are done, click **Continue**

Here, the **COVID-19 Requirements**, **Restroom Note** and **Picnic Waiver** must be read and initialed.

Enter your approximate usage times

Please answer accordingly, and click **“Continue”**

### Reservation Review

**This is the final step in your reservation!**

Review the information carefully.  
When you click on the Submit button below, you will be asked to pay the charge amount of **\$51.00**.

Cheesman Park: Picnic Site at Cheesman Park

#	Day	Date	Time
1	Wednesday	Aug 14, 2019	5am to 11pm

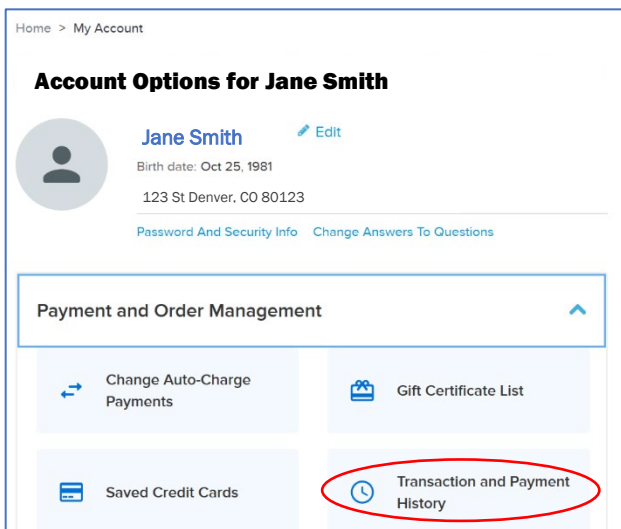
For all transactions that require online payment: By entering your credit card information and submitting for payment you are authorizing Denver Parks & Recreation to process your payment. If full payment is not received, Denver Parks & Recreation reserves the right to cancel any membership, permit, or activity enrollment. Any questions about using your card online should be directed to your bank or financial institution.

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click **Continue**

Review your reservation one last time and click **“Continue”**

- The next pages will require payment information. Please follow the prompts.
- After your reservation request has been submitted and payment information has been entered, an email notification will be sent to you, indicating your request is either:
  - Approved:** Please save your permit and have available at all times during your picnic. Please review park [rules and regulations](#) on your final permit. Permit change requests can be made by contacting the Parks Permit Office at 720.913.0700 (press 6) or [park.permits@denvergov.org](mailto:park.permits@denvergov.org). Please reference your permit number when calling or emailing. Also, note that a **\$10 processing fee** will be assessed to the permit if changes are needed
  - Denied/Cancelled:** Please contact the Parks Permit Office at 720.913.0700 (press 6) or [park.permits@denvergov.org](mailto:park.permits@denvergov.org) to be refunded.

## To access a copy of your Permit



Home > My Account

### Account Options for Jane Smith

**Jane Smith** [Edit](#)

Birth date: Oct 25, 1981  
123 St Denver, CO 80123

[Password And Security Info](#) [Change Answers To Questions](#)

**Payment and Order Management**

- Change Auto-Charge Payments
- Gift Certificate List
- Saved Credit Cards
- Transaction and Payment History**

Click on **"My Account"** in the top-right corner

Under **"Payment & Order Management"**, click **"Transaction & Payment History"**

Then, click the **"Reservation"** link with the relevant description of your event

Found 2 results

<p><b>Reservation</b></p> <p>No. 3095564.001</p> <p>Family Picnic</p> <p>Aug 24, 2020 5:55 PM Jane Smith</p>	\$0.00
<p><b>Permit</b></p> <p>No. 1208806.001</p> <p>Created Permits #R60134</p> <p>Aug 24, 2020 5:55 PM Jane Smith</p>	\$0.00

## Transaction Detail

▼ **Permit Transaction**

**Description** Created Permits #R54952

**Customer** Jane Smith  
123 Street  
Denver, CO  
80202

**Activity** --

**Permit Number** **R54952**

**Receipt Number** 3066300.017

**Membership** --

**Transaction Date** Jan 14, 2020 11:49 AM

Click the **"Permit Number"** to view and/or print permit

## Trouble Shooting

Error message: **“No results match your criteria”**

**Reservation: Facility / Equipment Search**

**No results match your criteria.**

Please use the fields below to find facilities/equipment for your event.

This message is typically caused by one of two situations:

- The **“Number of Guests”** entered in **“Attendance”** on the **“Reservation Event Information”** page exceeds the capacity limit of the requested site(s).
  - Site capacities cannot be exceeded. Please see the [Picnic Site Inventory List](#) for all site capacities.
- **“Equipment”** or **“Location”** has been selected on the **“Reservation: Facility/ Equipment Search”** page (page 2)

## To view an Availability Calendar for a specific picnic site

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Event Facilities and Permits

Event Facilities and Permits  
Athletic Fields and Courts | Event Facilities | Picnic Sites

View Facility Availability

View Facility Availability  
View Facility availability in calendar format. NOTE: Not all facilities can be reserved.

From the **Facilities Page**, click on the **View Facility Availability** button

Facility Search

Home Page > Facility Search

picnic Search

View As: Facility List | Facility Type List | Google Map Sort By: Facility

Filter By: Location: All Facility Type: All Amenity: All

Facility Type	Location	View Availability
Picnic Site: Mountain Park (sheltered)	Bergen Park	<a href="#">view availability</a>
Picnic Site: Mountain Park (sheltered)	Corvina Park	<a href="#">view availability</a>
Picnic Site: Mountain Park (sheltered)	Daniels Park	<a href="#">view availability</a>
Picnic Site: Mountain Park (sheltered)	DeWiese Park	<a href="#">view availability</a>

This will bring you to our **Facilities Search Page**

Type **“Picnic”** in the search bar – click **Search**

Parks are listed in alpha order

Click on the **View Availability** button to bring up a calendar view

Facility Type: Picnic Site: Urban Park (sheltered)

Center: [View on Map](#)

Today: [← September 2020 →](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
		<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>
<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>
<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>
<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>	<a href="#">View Available Times</a>

Use the **blue** arrows by the month to scroll to your desired date

Click on **“View Available Times”** on your chosen date, then click the blue **Book** button to reserve