Welcome!

The Office of Special Events (OSE) is glad you have chosen to hold your event in the City and County of Denver.

Denver is the proud host of hundreds of unique, exciting, fun and safe events that are held in public parks and on public streets every year. Event organizers like you, various City agencies and local residents and businesses are all important partners in this work.

This Special Event Planning Guide along with the OSE staff will help you understand and navigate the permitting processes that are relevant to your event and to meet critical deadlines.

Please review this Guide thoroughly as it provides a comprehensive overview of Denver’s event-related requirements and answers many common questions.

-- The City and County of Denver’s Office of Special Events
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I. IS AN OSE APPLICATION REQUIRED FOR YOUR EVENT?

The first step to hold a public event outdoors on public property in the City and County of Denver is to submit an Office of Special Events (OSE) application. The OSE application must be submitted online no later than 60 days before the first date of your proposed event and is in addition to other City agency applications and requirements.

Submitting an OSE application is required for events that are:
- held on public property in the City and County of Denver (i.e., in parks, streets, sidewalks, alleyways or plazas), AND
- are open to the public (e.g., publicly advertised, anyone can attend or buy a ticket, no invite list), AND
- meet two or more of the checklist items below.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>Does your event take place partly or entirely within a Denver park?</td>
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<td>2.</td>
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<td>Does your event take place partly or entirely on a hard-closed Denver street, sidewalk, alleyway or plaza? (eg: DOTI SERSOP)</td>
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<td>3.</td>
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<tr>
<td>Does your event require street rolling closures? (e.g., parade, race, run, walk or ride?)</td>
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<td>4.</td>
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<tr>
<td>Will your event feature tents that are larger than 200 sq ft, propane, fireworks, open flames or floats?</td>
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<tr>
<td>5.</td>
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<td>Will your event utilize generators larger than 5kW, stages or structures?</td>
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<td>6.</td>
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<td>Will anything be sold at your event? (e.g., tickets, food, beverage, alcohol, food (including food trucks), consumable CBD or merchandise)?</td>
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<td>7.</td>
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<td>Will your event feature body art, animals or water features?</td>
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<td>8.</td>
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<tr>
<td>Will your event utilize hired security or off-duty police officers?</td>
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<td>9.</td>
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<tr>
<td>Will your event have marijuana themes, advertising or sponsors? *If marijuana is your primary line of business, do not check</td>
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<tr>
<td>10.</td>
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<tr>
<td>Will your event have amplified sound of any kind? (e.g., speakers, audio systems, mechanical sound or megaphones)?</td>
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If your event is open to the public, held outdoors on public property and you checked YES for two or more of the above items, you are required to complete an (OSE) application at least 60 days prior to the first day of your event. Successful completion of all City and County of Denver requirements that are applicable to your event will result in the issuance of a required Office of Special Events Permit (OSEP).

Events such as weddings, picnics, athletics, reunions and block parties and events on private property are not required to submit an OSE application.

If you are still unsure whether or not you should submit an OSE application for your event, please contact us.
II. FIRST STEPS OF THE EVENT APPLICATION PROCESS

1. If your event requires an OSE Permit (OSEP), submit the OSE application no later than 60 days before the first day of your event. While it is not expected that all event application details and requirements will be finalized at this time, the following are required at the time of submission:
   a. Applicant information (Section 1 of the OSE application)
   b. Event information (Section 2 of the OSE application)
   c. Initial site plan (Section 4 of the OSE application)
   d. Community notification flyer (Section 5 of the OSE application)
   e. Premise documents
      i. Preliminary Park Permit for events in parks
      ii. Traffic Control Plan for events in right-of-way

2. OSE will review your application and assign you an OSE point of contact (POC) who will support you through the process and answer your questions. While you will be able to email and call your OSE POC, most communication and application management will take place through OSE’s online application system.

3. Based on the information provided in your application, requirements that apply to your event will be identified, and next steps communicated.

4. You and your vendors (if applicable) will work with other City agencies to complete necessary permits and meet requirements.

5. All Denver permits and approvals must be obtained five days prior to the first day of event set up.

6. Once all permits and approvals from City agencies have been obtained, OSE will issue an OSEP indicating that all city requirements have been met and the event may move forward.

Timing of Application Submissions

- **90 Days Prior**: First time and complex events are advised to submit their applications 90 days prior to the first event date.
- **60 Days Prior**: For events in Denver parks and in the public right-of-way, organizers must submit their applications 60 days prior to the first permitted date. Late submissions for events in parks will not be accepted and late submissions for events in the public-right-of-way will be assessed late fees.
- **30 Days Prior**: Special event applications submitted less than 30 days prior to the first event date will not be accepted by any City agencies.
### III. EVENT APPLICATION TIMELINE

Below is a timeline guide that highlights the most common requirements that events will complete within the city planning process. Every event may not need to complete all of the following steps, and some less-common requirements are not listed. Refer to your Office of Special Events (OSE) application to see which steps are required for your event.

<table>
<thead>
<tr>
<th>Minimum 60 Days Prior to Event</th>
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</table>
| **Apply for a Park Permit**  
*If you want to hold your event in a Denver park, you must get your preliminary Park Permit BEFORE beginning the OSE application* | Denver Parks and Recreation |
| **Complete Special Event Application** | Office of Special Events |
| **Apply for a street or sidewalk closure** | Department of Transportation and Infrastructure |
| **Submit request to reserve parking meters** | Department of Transportation and Infrastructure |
| **Create an Emergency Medical Plan** | Department of Public Health and Environment |
| **Begin working with DDPHE on noise levels** | Department of Public Health and Environment |

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<thead>
<tr>
<th>Minimum 45 Days Prior to Event</th>
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<tr>
<td><strong>Submit plans to RTD for impacts to bus routes or stops</strong></td>
<td>RTD</td>
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<tr>
<td><strong>Distribute initial community notifications</strong></td>
<td>Office of Special Events</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum 30 Days Prior to Event</th>
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</thead>
<tbody>
<tr>
<td><strong>Submit Emergency Action Plan</strong></td>
<td>Office of Special Events</td>
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<tr>
<td><strong>Apply for DPD permit for parades, walks or runs on streets</strong></td>
<td>Denver Police Department</td>
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<tr>
<td><strong>Request off-duty officers</strong></td>
<td>Denver Police Department</td>
</tr>
<tr>
<td><strong>Apply for Special Events Liquor License Pre-requisites are required</strong></td>
<td>Excise and License Department</td>
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<tr>
<td><strong>Apply for Fire Permit(s) Earlier if also applying for a liquor license</strong></td>
<td>Denver Fire Department</td>
</tr>
<tr>
<td><strong>Licensed generator and stage contractors apply for Building and Electrical Permits</strong></td>
<td>Denver Development Services</td>
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<tr>
<td><strong>Ensure all vendors have proper sales tax licenses</strong></td>
<td>Denver Treasury Department</td>
</tr>
<tr>
<td><strong>Ensure all vendors have proper food service licenses</strong></td>
<td>Department of Public Health and Environment and Excise and License Department</td>
</tr>
</tbody>
</table>

**All City Requirements Must be Met and Submitted 5 Days Prior to Event to Obtain an OSEP**
IV. HOW TO MEET DENVER’S EVENT REQUIREMENTS

The following information describes many of the requirements that you will need to meet to hold a public event on public property in the City and County of Denver. Various City departments and the Regional Transportation District (RTD) all manage different applications and approval processes. Most of these are included in the Event Application Timeline on the previous page. Every event may not need to complete all of the following elements, some less-common requirements are not listed and not all details are included here. Refer to your Office of Special Event (OSE) application to see which steps are required for your event and consult with department contacts and your OSE Point of Contact (POC) for more information.

A. SITE PLAN GUIDELINES

**DEADLINE:** 60 days prior to event  
**CONTACT:** Office of Special Events, Point of Contact

Draft site plans that show all elements of your event are required when submitting your OSE application. Site plans include, but are not limited to:

- Public entrances and exits
- Emergency exits and fence breaks
- Fire/emergency access lanes
- Street names
- Fencing and barricades
- All event infrastructure
- Tents, canopies, seating areas, stages, generators, portable toilets, trash/recycling containers, etc.
- Location of flammable gases, open flames, barbeque grills and/or pyrotechnics
- Placement of food trucks and other vehicles and/or trailers onsite
- ADA access

For races, runs, walks and rides, please include a route map as well as a site plan of the start/finish area.

B. EVENTS IN DENVER PARKS

**DEADLINE:** 60 days prior to first permitted date  
**CONTACT:** park.permits@denvergov.org

Submitting an OSE application does not reserve park space; a separate Denver Parks and Recreation (DPR) permit application is required.

**If you want to hold your event in a Denver park, you must get your preliminary park permit BEFORE completing the OSE application.** Parks fill up quickly and you need to confirm that the park you want is available before planning your event. Park permit applications must be submitted a minimum of 60 days prior to the first permitted date, however most events apply for their park permit much earlier to ensure availability. Each year, historical events can submit park permit applications for the following year beginning on September 1, while new and non-historical events can submit park permit applications beginning on November 1.
For example, if you want to hold a new or non-historical event in a park on June 10, 2025, you will need to submit a park permit application on or after November 1, 2024, and then you will need to submit an OSE application no later than April 10, 2025.

- Park permit resources for events, including information about fees and the application form can be found on the Denver Parks and Recreation website.

- Completed park permit applications are only accepted by email at park.permits@denvergov.org no later than 60 days prior to the first permitted date.

Once the park permit application is received, the request will be reviewed and if the space and date are available, a confirmation and invoice will be sent to you within 10 days.

DPR will then provide you with a checklist that outlines all related park requirements. All park-specific requirements are due no later than 21 calendar days prior to the event set-up date. **These DPR-specific requirements are not outlined in the OSE application.**

### C. EVENTS ON DENVER STREETS

**DEADLINE:** 60 days prior to event  
**CONTACT:** transportationtmc@denvergov.org

To close a public street, sidewalk, alley or plaza, you need to apply for a Special Event Revocable Street Occupancy Permit (SERSOP) from the Department of Transportation and Infrastructure (DOTI). To do so, you must upload the following documents to your OSE application.

- A traffic control plan from a barricade company of your choosing (we cannot recommend one for you).

- A certificate of insurance listing the City and County of Denver as the certificate holder.

- A neighborhood notification letter (details of the closure that you will provide to affected businesses and residents).

- A site map detailing what will be placed on the street or sidewalk.

Questions about closing a street, alley or sidewalk for your event should be sent to transportationtmc@denvergov.org.
**D. PARKING METER RESERVATIONS**

**DEADLINE:** 60 days prior to event  
**CONTACT:** 303-446-3580

If you need to reserve parking meters to use during your event and/or during event set-up and break-down, you can obtain a Meter Permit from the Department of Transportation and Infrastructure (DOTI).

To obtain a Meter Permit you need to submit an online application and pay related fees within 48 hours of receiving the invoice. The application should be submitted at least 60 days prior to your event date to help ensure the meters you need are available. You can apply up to three days in advance of your event, however there is no guarantee that the meters you want will be available.

To complete the application, you will need to provide the meter numbers (located on the meters) for each meter you want to use. Meter numbers may change from year to year, so you will need to verify meter numbers each time you apply.

Bags will be placed on the reserved meter heads in advance of your event. Yellow bags signify that only permitted event vehicles can park at those metered spaces. Red bags signify that NO vehicles can park at those spaces.

Please call the DOTI meters team 303-446-3580 with questions.

**E. EMERGENCY MEDICAL REQUIREMENTS**

**DEADLINE:** 60 days prior to event  
**CONTACT:** DDPHEInformation@denvergov.org

Event organizers must be prepared for injuries and accidents that may happen at their events. Denver’s Department of Public Health and Environment (DDPHE) developed Emergency Medical Requirements (EMR) and rules and regulations to help protect public health at special events.

All events must develop a Health and Medical Plan (HMP) in order to meet the EMR using the following resources:

- The [EMR fact sheet](#) which outlines the components of an HMP and the submission and review process.
- The [Special Event Health and Medical Plan Matrix](#) outlines the different requirements and recommendations based on estimated attendance and footprint.
- A [Special Events Health and Medical Plan Sample Template](#).

Visit [DDPHE’s website](#) for more information. Additionally, DDPHE can meet with event organizers one-on-one to review their HMR and provide feedback.

Email DDPHEInformation@denvergov.org to request a meeting.
**F. AMPLIFIED SOUND LIMITS**

**DEADLINE:** 60 days prior to event  
**CONTACT:** justin.lamascus@denvergov.org and judson.bemis@denvergov.org

Review the Denver Special Events Noise Fact Sheet to learn about permissible noise levels and how to manage and monitor them during your event.

If your event will include any type of amplified sound (e.g., live music, DJs, speakers, airhorns, musical instruments, generators, etc.), it is critical that you understand and comply with the Denver Noise Ordinance. **Noise Ordinance citations can result in fines up to $5,000 per day.**

The Denver Department of Public Health and Environment (DDPHE) requires all event applicants to complete and upload the Noise Ordinance Requirements Worksheet to their OSE application, regardless of the event’s use of amplified sound and/or mechanical equipment. The worksheet information determines if the event qualifies for a festival exemption which allows for increased noise levels.

If your event will feature amplified sound, you will need to complete the Electronic Communications Agreement form and contact DDPHE at justin.lamascus@denvergov.org or judson.bemis@denvergov.org 60 days prior to your event date.

**G. COMMUNITY NOTIFICATIONS**

**DEADLINE:** 45 days prior to event  
**CONTACT:** jill.lis@denvergov.org

Event organizers are required to notify the residents and business that will be impacted by their event. Informing community members about event hours, road closures, parking restrictions, amplified sound, etc. is important so they can plan appropriately.

At a minimum, you must follow the steps below in preparing and distributing your community notifications.

1. Create a notification flyer that includes the content and follows the format of OSE’s Sample Notification.

2. Upload your notification flyer to your OSE application for review, 60 days prior to your event.

3. Once the notification is approved, distribute it by email a minimum of 45 days before and then again, one week before the event to the following. Copy Jill.Lis@denvergov.org on all notification emails.
   - Registered Neighborhood Organizations (RNOs) and Business Improvement Districts (BIDs) that will be impacted by your event. Go to www.denvergov.org/RNO to find a map, list and contact information for Denver RNOs and BIDs.
   - City Council office(s) that represent the district(s) impacted by your event. Find the City Council district map and contact information at www.denvergov.org/citycouncil.
   - Denver Police Department District(s) that serve the communities impacted by your event. Find DPD district contact information on the Denver Police Stations webpage.
4. If your event includes road closures and/or is expecting more than 5,000 attendees, hand-deliver notification flyers to impacted residences, businesses and community centers (e.g., churches, schools, etc.) next to and extending one city block from all road closures and event perimeter.

Contact Jill Lis at jill.lis@denvergov.org with questions or for assistance with your notification efforts.

H. REGIONAL TRANSPORTATION DISTRICT (RTD) REQUIREMENTS

DEADLINE: 45 days prior to event
CONTACT: 303-299-6926

The Regional Transportation District (RTD) provides bus and light rail transit service in Denver, Boulder and surrounding cities in Colorado. RTD approval is required if your event will disrupt RTD bus or light rail service. Review the Events that Impact RTD Service Fact Sheet for more information.

Bus: If your event will impact an RTD bus route, bus stop, or bus station, you must contact RTD at least 45 days before your event to request rerouting. Review the RTD bus system map to see if your event footprint will impact RTD bus service.

Contact Daniel Lamorie at Daniel.Lamorie@rtd-denver.com and Tim Lucero at Timothy.Lucero@rtd-denver.com or call 303-299-6926 with your request or for more information.

Rail: Event organizers MUST plan their event route or footprint in such a way that light rail service is not impacted. Review the RTD Rail System Route Map and the Downtown Denver Rail Detail Map to see if your event route or footprint will interfere with RTD Light Rail service.

Contact Maux Sullivan at Maux.Sullivan@rtd-denver.com and Rocky Whalen at Roderick.Whalen@rtd-denver.com or call 303-299-3442 with any questions about Light Rail impacts.

I. EMERGENCY ACTION PLAN REQUIREMENTS

DEADLINE: 30 days prior to event
CONTACT: courtney.bernet@denvergov.org

An Emergency Action Plan (EAP) that clearly defines the processes to be followed in case of an emergency occurring during your event is required. The EAP is separate from but works in conjunction with your Health Medical Plan (HMP). Every EAP must be tailored to site-specific conditions as well as the scope of the event, the potential risks to spectators and participants, community impact, and the support required (including personnel, equipment and logistics).
Requirements of an effective Special Event EAP include:

1. Event description:
   - date/time
   - location
   - attendance
   - vendors/contractors
   - entertainment
   - alcohol sales

2. Event site map including:
   - emergency exits
   - fire/emergency lanes
   - first aid and AED locations
   - command post/headquarters location (if available)
   - think: if someone called 911 from anywhere in the event and described the surroundings, would a 911 dispatcher be able to look at your map and know where to send help?

3. Communications plan:
   - Roles and responsibilities for key, onsite event personnel, e.g., Event Organizer, Security Manager, Police, Fire, EMS, etc.
     - Who is ultimate decision maker if the event needs to be cancelled, postponed or similar? It is important for event staff to know exactly who has final decision-making power to eliminate potential conflicts.
     - List any training sessions, pre-event briefings, etc. that will be used to make sure everyone knows their role.
   - Contact information including radio channels, phone numbers, other methods of communication
   - Command post or headquarters information
   - Pre-scripted emergency notifications and messaging
   - Incident reporting and documentation
   - Protocol for missing person/child/reunification
   - Protocol for civil unrest activities within or near the event site
   - Event signage: exits, first aid, water stations, “If You See Something, Say Something®”

4. Risk/hazard identification and mitigation:
   - hazards and risks are identified based on the type or nature of the event being held, venue/location, audience, environment/season, etc.

5. Evacuation and/or shelter-in-place protocols:
   - evacuation assembly areas or shelter-in-place gathering areas
   - weather monitoring and severe weather plan
   - thresholds for cancellation or postponement/delaying and who makes the decision

For questions about event emergency preparedness please contact the Office of Emergency Management at courtney.bernet@denvergov.org or 720-865-7600.
J. PARADES, RUNS AND RIDES ON DENVER STREETS

**DEADLINE:** 30 days prior to event  
**CONTACT:** dpdspecialevents-dpd@denvergov.org

Parades, runs, walks and rides that are held on Denver public streets are required to obtain a permit from the Denver Police Department’s (DPD) Special Events Unit (SEU).

Routes are NOT approved until DPD issues a permit.

DPD Parade Permit applications **must be submitted in person** at should be submitted at least 30 days prior to your event date, and no more than 200 days prior to your event date. DPD office location and hours can be found on DPD’s website. Once reviewed and approved, a permit will be issued by DPD.

**Note:** DPD will not plan routes for special events. The route and maps should be completed prior to submitting the DPD Parade Permit application.

More information on permit applications for parades, marches, races, runs and walks can be found on the OSE website. To make an appointment with DPD, please contact the DPD Special Events Unit at dpdspecialevents-dpd@denvergov.org or 720-337-1030.

K. HIRING OFF-DUTY DENVER POLICE OFFICERS

**DEADLINE:** 30 days prior to event  
**CONTACT:** Analisa.ortiz@denvergov.org

If traffic control or police security is required or desired at your event, you will need to contact the Office of Secondary Employment at least 30 days in advance of your event date at 720-337-0771 or Analisa.ortiz@denvergov.org.
L. HIRING EVENT SECURITY

**DEADLINE:** 30 days prior to event  
**CONTACT:** licenses@denvergov.org

If security is required or desired at your event, you must verify that the company and security guards working the event are licensed in the City and County of Denver. More information on this process can be found on the Department of Excise and License website.

If your security vendor is not already licensed in Denver, they must apply for licensing 30 days prior to your event.

For questions regarding Security Guard Licenses, please contact the Department of Excise and License at licenses@denvergov.org or call 311.

M. SELLING OR SERVING ALCOHOL

**DEADLINE:** 30 days prior to event  
**CONTACT:** exlapplications@denvergov.org

Only non-profit organizations can apply for a Special Event Liquor Permit and all proceeds from alcohol sales must benefit that non-profit.

Liquor Permit requests must be submitted to the Department of Excise and Licenses a minimum of 30 days prior to your event date.

The non-profit Employer Identification Number (EIN) and a Certificate of Good Standing from the Colorado Secretary of State as well as a number of other supporting documents will be required to submit your application. Find related resources, including the list of required documents and the online application on the Business Licensing Center’s website.

- **Parks:** If your event is held in a Denver park you will need a copy of your preliminary park permit to apply for a Special Event Liquor Permit.

- **Streets:** If the event is held on a street, sidewalk, alley or plaza, approval of your Revocable Street Occupancy Permit (RSOP) is required to apply, and a copy of your RSOP will be needed for issuance a Special Event Liquor Permit.

- **Entertainment:** If your event will feature entertainment as well as alcohol, a Special Event Cabaret Permit is also required. The Cabaret Permit Application is found on the Excise and Licenses website.
• **Fire Review:** A fire permit invoice is required as supporting documentation which means you will need to apply for a fire permit 45 days prior to your event instead of 30 if you need a special event liquor permit. If no fire permit is needed for your event, you will need a confirmation email from the Denver Fire Department (DFD) to apply for your special event liquor permit.

Contact the Excise and License Department with any questions about the Special Event Liquor Permit or Cabaret Permit at exlapplications@denvergov.org or call 311.

**N. GENERATOR REQUIREMENTS**

**DEADLINE:** 30 days prior to event  
**CONTACTS:** specialeventsDFD@denvergov.org and carol.pafford@denvergov.org

The use of generators 5kw and over require two different Denver permits.

1. **A Denver Fire Permit** is required for the fuel to be used for the generator. The permit application must be submitted no later than 30 days prior to the event date. For questions regarding Fire Permits, contact the Denver Fire Department at 720-913.3464 or specialeventsDFD@denvergov.org.

2. **An Electrical Permit** from Denver Development Services is also required. Only a licensed electrician can apply for an Electrical Permit and an on-site inspection is required. You must ensure that your generator vendor has all the proper licenses for any generators at your event. Contact Development Services at 720.865.2827 or carol.pafford@denvergov.org for more information.

If using a portable generator under 5kW, a permit is not needed. However, refer to this document for guidance on acceptable use.

**O. TENT AND FIRE REQUIREMENTS**

**DEADLINE:** 30 days prior to event  
**CONTACT:** specialeventsDFD@denvergov.org

Tents over 200 square feet require a Denver Fire Permit. Propane, open flames, fuel storage and pyrotechnics must also be permitted by the fire department. Permit applications must be submitted on the Denver Fire Department website a minimum of 30 days prior to your event date.

Contact the Denver Fire Department at 720-913.3464 or specialeventsDFD@denvergov.org with any questions.
P. STAGE AND STRUCTURE REQUIREMENTS

**DEADLINE:** 30 days prior to event
**CONTACT:** addison.macmahon@denvergov.org

To ensure the safety of those on and around event stages and structures, some will require building permits from Denver Development Services. Event organizers are responsible for ensuring that the stages and structures at your event are properly permitted by the vendor.

Only a Denver licensed contractor can apply for a building permit. Stages and structures that require a building permit also require on-site inspections. Review Denver’s Building Permit Policy.

Contact Development Services at 720.865.2812 or addison.macmahon@denvergov.org with questions.

Q. SALES TAX LICENSING

**DEADLINE:** 30 days prior to event
**CONTACT:** 720-913-9300

You must advise all vendors who will be selling any items at your event that the appropriate Denver sales tax must be paid.

Existing brick and mortar businesses in the City and County of Denver will report event-related sales. Non-local or pop-up vendors must apply for a Special Event Sales Tax License; provide this Special Event Sales Tax Application and refer them to Denver’s Treasury’s website for more information.

Questions about Denver City Taxes may be directed to the Treasury Department 720-913-9300.

R. ADMISSION BASED EVENT REQUIREMENTS

**DEADLINE:** 30 days prior to event
**CONTACT:** taxauditadmin@denvergov.org

**Note:** Admission Based Event requirements do not apply to races, runs, walks or rides.

If attendees must pay for admission to your event in any city venue including parks and streets, you may need to add a 10% FDA tax or "seat tax" to the cost of each ticket. Review the City and County of Denver Tax Guide to see if you’re event needs to pay this tax.

If your event is admission based, you will need to contact the Treasury Department at 720-913-9955 or taxauditadmin@denvergov.org before beginning ticket sales. Event organizers are responsible for collecting and submitting the seat tax to the City and County of Denver. Admission-based events held in Denver parks must also pay a percentage of the admission revenue to the Department of Parks and Recreation. (NOTE that admission-based events are only allowed in a few Denver parks – contact the Parks Permit Office for more information.)
• 15% of your gross ticket sales (including tickets sold within a sponsorship package) are due to the City - please contact the Treasury Department at taxauditadmin@denvergov.org or 720.913.9330 to complete an application regarding the Facilities Development Assessment Tax (“Seat Tax”)
  o If Treasury determines your activity is not exempt from the “Seat Tax”, you will pay Treasury 10% and Denver Parks and Recreation 5%
  o If Treasury determines your activity is exempt from the “Seat Tax”, you will pay Denver Parks and Recreation 15%

• A ticket manifest must be provided to Denver Parks and Recreation no later than 72 business hours after the end of your permit

• Denver Parks and Recreation will generate your invoice within 72 business hours. The fee deadline will be 30 calendar days from date of invoice. Your fee and payment due date to Treasury is determined and processed by their office

S. FOOD VENDOR APPROVAL AND LICENSING

DEADLINE: 30 days prior to event
CONTACT: DDPHE at phicomments@denvergov.org and EXL at licenses@denvergov.org

Food vendors are an important part of many events. To ensure the health and safety of attendees, all food vendors are required to be properly licensed and it is the event organizer’s responsibility to ensure this. Your event may be fined if vendors are not licensed or if there are several vendors not following public health regulations.

Follow the links below to find instructions on necessary steps to obtain the license for the corresponding food business.

Restaurant Temporary – a vendor selling food from a table/tent set-up (excludes those operating under the cottage food act). Note: If a facility already has a valid restaurant temporary license, then only the event needs to be added to their license.

Retail Food Mobile License – a vendor selling from a mobile unit (Cart or truck). Note: This license can take multiple weeks to obtain so please allow yourself enough time. Inspections for this license are only on Fridays.

A brick and mortar restaurant must obtain a restaurant temporary license to operate at an event; a brick and mortar license is not reciprocal. To find out if a business has a valid, proper license, please utilize the Active Business Licenses spreadsheet.

NOTE on CBD: If consumable CBD is distributed or sold, a Cease and Desist may be issued to vendors who cannot prove their CBD is from an approved source or are not following regulations related to proper food storage and handling. Review the Guide for CBD Product Sales at Special Events for more information.

Review additional information and resources on DDPHE’s website.
T. MARIJUANA RELATED GUIDELINES

DEADLINE: 30 days prior to event  
CONTACT: Office of Special Events, Point of Contact

Marijuana consumption is not permitted on public property. There are also strict marijuana advertising restrictions at special events.

NOTE about marijuana-related product sales: If any vendors will be selling marijuana products at your event, a list of those vendors must be uploaded to your OSE application no less than 30 days in advance of your event date.

Contact your OSE POC for more information if you plan to have any marijuana related vendors, booths or sponsors at your event.

U. TATTOOS AND BODY PIERCING LICENSING

DEADLINE: 30 days prior to event  
CONTACT: reid.matsuda@denvergov.org

If your event will include vendors tattooing and/or body piercing attendees, contact Reid Matsuda at reid.matsuda@denvergov.org at the Denver Department of Public Health and Environment (DDPHE) for licensing information.

As the event organizer, it is your responsibility to ensure all Body Artists obtain a temporary body artist license and pass inspection before operating at your event. Temporary body artist licenses must be applied for no more than 30 days prior to your event.

V. WATER FEATURES APPROVAL

DEADLINE: 30 days prior to event  
CONTACT: phicomments@denvergov.org

The inclusion of water features such as swimming pools, water features and water rides must be reviewed and approved by the Denver Department of Public Health and Environment (DDPHE) a minimum of 30 days prior to operation at your event. You will need to contact DDPHE at phicomments@denvergov.org to schedule approvals and inspections. For events in parks, approval from the Department of Parks and Recreation may also be required.
**W. FILM AND DRONE GUIDELINES**

**DEADLINE:** 5 business days prior to shoot date for Film Permit  
**CONTACT:** Office of Special Events, Point of Contact

Event organizers who hold a permit for an event space can film and take photographs at the event without obtaining additional permits unless a drone is being used.

The use of drones at events is not permitted in Denver parks. The use of drones at events on Denver streets, alleys and sidewalks require a Film Permit and must provide proof of an [Aviation Certificate Of Insurance](#), [FAA Pilot’s license](#) and [Aircraft Registration](#).

Other film and photography projects not related to a permitted special event may require a Film Permit from OSE. Find out more about film permits and complete an [online film permit application](#).

**X. ENSURING ACCESIBILITY**

**DEADLINE:** Disability related accommodation requests: at least three business days notice  
**CONTACT:** DisabilityAccess@denvergov.org and SignLanguageServices@denvergov.org

Events in parks and the public right-of-way must be accessible to everyone, including event attendees and passersby who need to get around your event. Review the [ADA Events Planning Checklist](#) for important information and guidance.

If you need a sign language interpreter or Communication Access Realtime Translation (CART) services for your event, contact [SignLanguageServices@denvergov.org](mailto:SignLanguageServices@denvergov.org) with at least a three business days notice.

Contact the Division of Disability Rights at DisabilityAccess@denvergov.org with any other disability-related accommodation requests or questions.

**Y. GREENING UP YOUR EVENT**

**NO DEADLINE**  
**CONTACT:** certifiablygreendenver@denvergov.org

The Certifiably Green Denver program offers resources to organizers who want to make their event more sustainable. The program also offers free consultations for event organizers to learn more about including sustainable practices at their events. You can work with Certifiably Green Denver to improve the sustainability of certain areas of your event or work to get your event fully certified.

Learn more about Denver’s [Certifiably Green Denver](#) program.