

## Rules and Regulations Governing Office of Special Events Permits in Denver

### Sec. \_\_. - Definitions.

Words and phrases used in these rules and regulations shall have the following meaning respectively ascribed to them:

- (1) **Application Review** shall mean acceptance, processing, and advisement concerning an application for a Special Event by the Department.
- (2) **Attendee** shall mean any attendees, participants, spectators, and other members of the public at a Special Event.
- (3) **Department** shall mean the Office of Special Events (OSE).
- (4) **Executive Director**, when not otherwise described, shall mean the manager of the office of special events of the City and County of Denver ("City") and the manager's authorized representative.
- (5) **First Event Set Up Date** First day for Permittee / event to take occupancy of public space.
- (6) **Permittee** shall mean an individual or a non-profit or for-profit entity who or which makes application to, and obtains, an Office of Special Events Permit from the Department, for the holding of a Special Event.
- (7) **Special Event** shall mean a temporary event held on public property, open to the public, involving permitting by, and coordination of, two or more city agencies, in addition to the Department.
- (8) **Office of Special Events Permit** shall mean a Special Event permit issued by the Department indicating that all other city requirements necessary have been met or obtained by the Permittee.
- (9) **Complete Application** includes a draft site plan, all applicant and Special Event information as outlined within the Department application, a draft community notification, and materials required for occupancy of premise submitted to the Department; if an event is intended to be held in a Denver park a Complete Application includes a preliminary park permit or evidence of a pending preliminary park permit in Denver Parks and Recreation's system of record; if an event is intended to be held in the public right of way, a Complete Application includes a traffic control plan.
- (10) **Permit Requirements** shall mean compliance with all applicable City ordinances, rules and regulations governing special events, including permits, permissions, reviews, deadlines and acknowledgements of the Department and other city agencies.

- (11) **Total Number of Daily Attendees:** includes the total number of persons attending an event throughout one day; this does not include staff or volunteers.

### **Sec. . – Application Process**

Timelines:

1. A Complete Application and the payment of any applicable fee for an Office of Special Events Permit must be submitted to the Department as provided below:
  - a. 60 days prior to the first event set-up date.
  - b. Applications submitted 59 days, but no later than 30 days, prior to the first event set-up date will be charged late fees outlined below, in section \_\_\_\_ - Fees.
  - c. Applications submitted less than 30 days prior to first event set-up date will not be processed unless explicit written authorization from Executive Directors of the Department and the city agency or agencies charged with control of the public property upon which the Special Event is being requested is provided to the applicant.
  - d. Finalized Permit Requirements are due to the Department 5 business days prior to first event date. Permit Requirements submitted less than 5 business days prior to event may be subject to an administrative late fee equal to two times the initial application fee. However, if the Executive Director, in his/her sole discretion determines that the City is the sole limiting factor in completing all requirements, no administrative late fee will be assessed.
2. Application deadlines for Special Event applications as provided above may be waived by the Executive Director if the following conditions are met: (1) the Permittee can show good cause such as but not limited to extenuating circumstances, City and County of Denver needs, pre-approval by Executive Director, (2) no unreasonable burden on the City will be created by the waiver, (3) No history of late or non-payment.

### **Sec. - Process**

Upon submittal of a Complete Application and payment of applicable application fee for a Special Event, Department staff will conduct an Application Review. The application fee, described in Sec. \_\_\_\_, below, shall be due and payable to the Manager of Finance upon submittal of the Complete Application. Department staff will advise Permittee of all necessary Special Event Permit Requirements for the proposed Special Event. Permittee shall work closely with Department staff

to identify and obtain all other necessary and applicable City permits and meet all city requirements, depending on the details of the proposed Special Event. An Office of Special Events Permit shall only be approved after any and all other applicable City requirements are complete and necessary permits, approvals, and permissions are obtained. If an event fundamentally changes its initial proposed format, a new application may be required.

**Sec. . – Fees**

<b>Total Number of Daily Attendees*</b>	
1-350	\$25
351-3,000	\$75
3,001-10,000	\$150
10,000 +	\$250

<b>Late fees</b>	
< 60 days for application	2x application fee for expediting
< 5 days for permit requirements	2x application fee for expediting

\*may be subject to audit if egregious discrepancy is believed to exist

Application fees will not be assessed for internal city events.

**Sec. . - Special event impact area.**

(a) In the interests of public health, safety, and welfare, the Department may designate a special event impact area that surrounds a Special Event. If a special event impact area is designated, the City may limit the number of permits, applications, or approvals issued within the special event impact area.

(b) The Department will set the duration and boundaries of a special event impact area:

- (i) in coordination with affected city departments and public agencies; and
- (ii) balancing the needs of the Special Event with public health, safety, and welfare

(c) A business or property, including a vendor licensed under the department of excise and licenses, located within a special event impact area will not be required to seek additional permits if the business or property operates in a manner consistent with its existing permits.

**Sec. \_\_\_\_ - Insurance required; exceptions.**

It shall be unlawful for any person to conduct, operate, or manage a Special Event unless currently insured by a reputable insurance company, said policy providing insurance coverage for at least the duration of the permitted Special Event for injury to or death of persons in accidents resulting from any cause for which said person would be liable on account of any liability imposed on him by law; and as against damage to the property of another, including personal property, under like circumstances. The Executive Director, in consultation with the City's Risk Management department shall determine and set the minimum insurance limits.

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