



**DENVER**  
THE MILE HIGH CITY

# WELCOME

We are glad you are here.

The Event Organizer

Lunch and Learn will begin shortly.



**DENVER**  
THE MILE HIGH CITY

# The OSE Ordinance: What it Means for Event Organizers





# OSE Ordinance Finalized

August 30, 2021 - OSE added to the City and County of Denver Revised Municipal Code.

OSE's Special Event Permit (OSEP) is now required.

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VOLUME I

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Adopted May 24, 1982  
Effective September 1, 1982

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Published in 1982 by Order of the City Council

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**municode**



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OFFICIALS  
of the  
CITY AND COUNTY OF DENVER, COLORADO

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Michael B. Hancock  
*Mayor*

## Formalization of Current Processes

- OSEP applies to public events on public property that are temporary in nature and involve more than one City agency
- OSEP will **not apply** to assemblies, private events, events on private property nor indoor events

*OSE will continue to provide great customer service and actively collaborate with other City agencies*

# Do You Need an OSEP?

- Held on public property in the City and County of Denver (i.e., in parks, streets, sidewalks, alleyways or plazas), **AND**
- 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...

# Do You Need an OSEP?

	YES	NO
1. Does your event take place partly or entirely within a Denver park?		
2. Does your event take place partly or entirely on a Denver street, sidewalk or alleyway?		
3. Does your event require street rolling closures? e.g., parade, race, run, walk or ride?		
4. Will your event feature tents > 200 sf, propane, fireworks, open flames or floats?		
5. Will your event utilize generators >5kW or stages/structures?		
6. Will anything be sold at your event? e.g., tickets, food, beverage, alcohol, food trucks, consumable CBD or merchandise?		
7. Will your event feature body art, animals or water features?		
8. Will your event utilize hired security or off-duty police officers?		
9. Will your event have marijuana themes, advertising or sponsors?		
10. Will your event have amplified sound of any kind? e.g., speakers, audio systems, mechanical sound or megaphones?		

## NEW Tool for Your Organizer Belt!



Before you apply for your OSEP, please refer to OSE's [Event Planning Guide](#) for an overview of City process to plan an event on public property in Denver.

# Complete Applications

Due 60 days in advance of first event day

April 2021							May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					



## Include the following:

- All event and applicant information
- Draft site plan
- Draft community notification
- Premise documentation

In parks = Preliminary park permit

In right-of-way = Traffic control plan

## Applicant Information

### APPLICATION MENU

✓ 1 Applicant Information

✓ 2 Event Information

✓ 3 Event Details

#### ^ 1 Applicant Information

Organization Name	City and County of Denver, Office of Special Events
Organization Type	Government Agency
Organization Website	http://www.denvergov.org
First Name	Rose
Last Name	Martin
Position	Event Organizer
Primary Phone Number	616-550-4731
Secondary Phone Number	720-865-4311
Email	rose.martin@denvergov.org
Mailing Address	201 W. Colfax Ave.
Mailing Address 2	Ste. 1104
City	Denver
Country	United States
State	Colorado
Zip Code	80202
Is the On-Site Contact the same as the primary contact?	Yes
Public Inquiry Contact Organization Name	City and County of Denver OSE
Public Inquiry Contact First Name	Rose
Public Inquiry Contact Last Name	Watts
Public Inquiry Contact Position	Operations Manager
Public Inquiry Contact Phone Number	616-550-4731
Public Inquiry Contact Email	rose.watts@denvergov.org

## Event Information

### APPLICATION MENU

✓ 1 Applicant Information

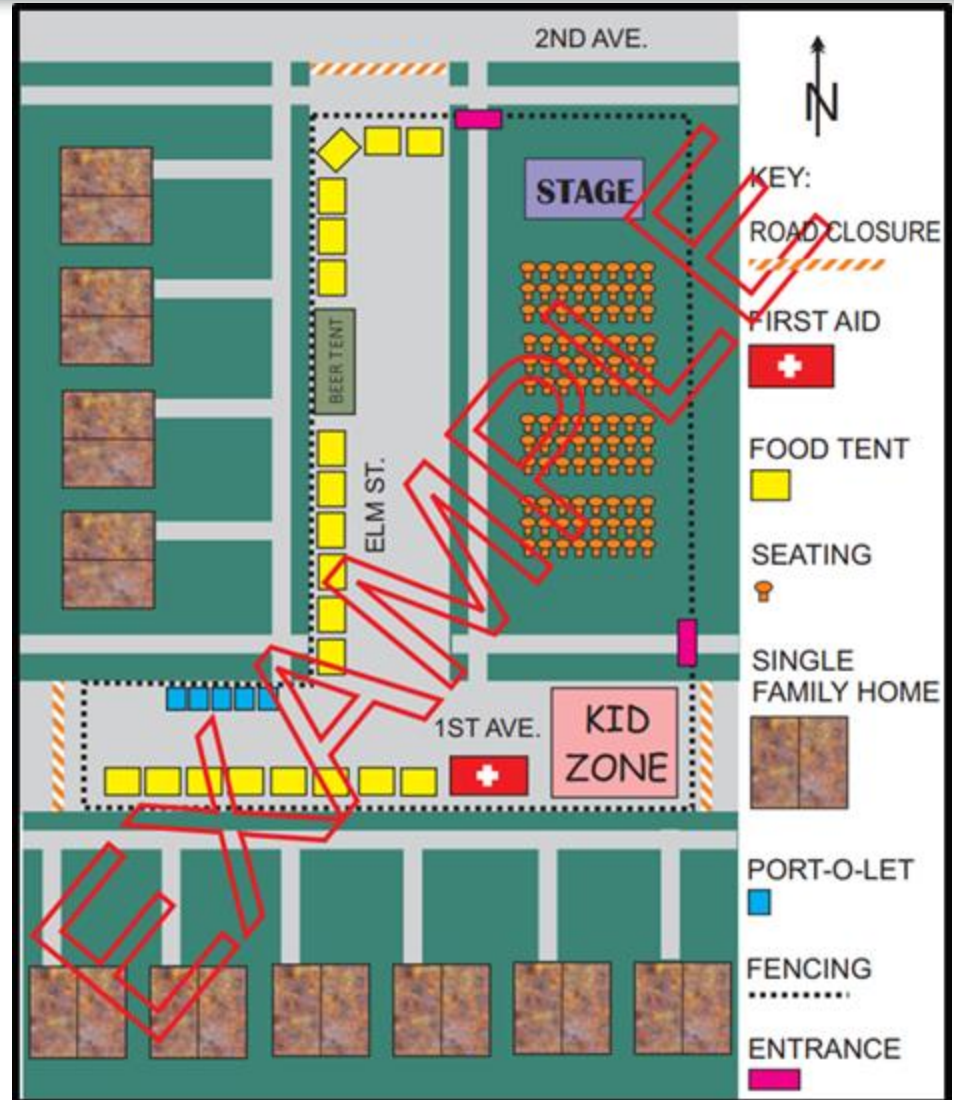
✓ 2 Event Information

✓ 3 Event Details

#### 2 Event Information

Event Name	OSE 2020 Special Event Forum
Event Type	Festival
Event Website	http://www.denvergov.org
Event Description	Helping event organizers, one forum at a time!
Public Event Description	Come on down to learn more about how to plan a safe and fun event on Denver Public Property!
Will your event held in a Denver Park?	Yes
Upload your preliminary park permit(s) here	
Event Location	Denver Park or Trail, Hard Closure, Rolling Closures of streets
Use of Denver park or trail details	N/A
Hard road closure details.	Bannock: From 14th Ave. to Colfax Ave. Full Closure
Rolling closures of streets detailed description	Race route map
Closest Intersection, Park or Facility	Bannock and Colfax
Select the Police District	District 1
Select the City Council District	District 6
Event Start Date	2020-01-15
Event End Date	2020-01-15
Day 1 Start Time	3:30 pm
Day 1 End Time	6:00 pm
Set Up Date and Start Time	2020-01-15 12:00 pm
Tear Down Date and End Time	2020-01-15 8:00 pm
Estimated # of Participants	150
Estimated # of Attendees Per Day	150
Estimated # of Staff/Volunteers	10
Will the event be open to the general public?	Yes

## Draft Site Plan



## Draft Community Notification

### **IMPORTANT INFORMATION!** **Upcoming Event in Your Neighborhood**

**BEST EVENT EVER**  
**Beautiful Park, 101 Main St**  
**Saturday and Sunday, June 2 – 3**  
[www.besteventever.com](http://www.besteventever.com)

#### Event Schedule

##### **Set Up**

- Friday, June 1, 5 – 8 pm
- Saturday, June 2, 8 – 10 am

##### **Event Activities**

- Saturday, June 2, 10 am – 9 pm
- Sunday, June 3, 11 am – 5 pm

##### **Tear Down and Cleanup**

- Sunday, June 3, 5 – 9 pm

#### **COVID INFORMATION**

The *Best Event Ever* will follow state and local public health orders and guidelines to ensure a safe event.

Everyone working at or attending the event should:

- Stay home if you feel ill
- Wear face coverings if you are not yet vaccinated
- Practice physical distancing if you are not yet vaccinated
- Wash hands and/or use hand sanitizer often at the stations provided

#### Road Closures and Parking Restrictions

Main St between 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave, and 1<sup>st</sup> Ave between Main St and Happy St will be closed and meter parking unavailable from Friday, June 1 at 7 am through Sunday, June 3 after event cleanup is complete. Attendees are being encouraged to take public transportation or ride shares to the event to help alleviate traffic and parking congestion.

#### Event Description

This is a fun annual event for the whole family with live music, food trucks, a beer garden and local vendors. There'll be live music on Saturday, June 2 at noon, 2, 4, 6 and 8 pm and Sunday, Jan 3 at 1 and 3 pm.

The event entrance will be located at the corner of 2<sup>nd</sup> Ave and Main St and the performance stage

## Premise Documentation

In Parks =  
Preliminary Park  
Permit

### Permit

Denver Parks and Recreation  
(Permitting)  
201 W. Colfax Avenue  
Room 1.G.1  
Denver, CO 80202

PHONE:(720) 913-0700  
EMAIL:park.permits@denvergov.org



**Permit # R69237**  
**Status** Tentative  
**Date** Aug 10, 2021 12:11 PM  
**Expiration Date** Dec 31, 2021

<b>Organization Name</b>	Denver Philharmonic - 3476	<b>Organization Phone 1 Number</b>	[REDACTED]
<b>Customer Type</b>	Non-Profit		
<b>Organization Address</b>	PO Box 6074 Denver, CO 80206		
<b>Agent Name</b>	[REDACTED]	<b>Primary Phone Number</b>	[REDACTED]
		<b>Email Address</b>	[REDACTED]
<b>System User</b>	Erin McGuirk		

Rental Fee	\$1,496.25
Discounts	-\$534.37
Subtotal	\$961.88
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$961.88</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$961.88

Denver [REDACTED] Concert	1 resource(s)	1 booking(s)	<b>Subtotal: \$961.88</b>
<a href="#">Booking Summary</a>			
Cheesman Park: Entire Park (PER: Event (No Alcohol))		Center: Cheesman Park	
START DATE	START TIME	END DATE	END TIME
		ATTENDEE	AMT W/O TAX

## Premise

## Documentation

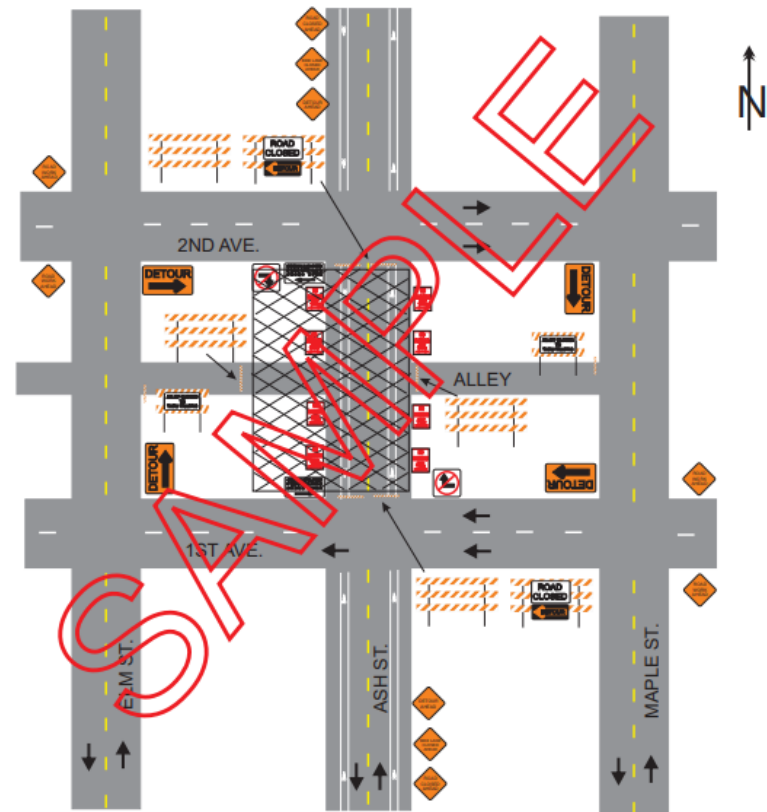
In Right of Way =  
Traffic Control  
Plan

### DENVER PUBLIC WORKS TRAFFIC CONTROL PLAN (TCP) EXAMPLE

A TRAFFIC CONTROL PLAN IS COMPLETED BY A BARRICADE COMPANY AND MUST FOLLOW THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). THE TRAFFIC CONTROL PLAN IS REVIEWED AND MUST BE APPROVED BY TRANSPORTATION AND MOBILITY.

EVENT ORGANIZER MUST RESOLVE ALL LOCAL ACCESS ISSUES.

ALL BARRICADES, CONES AND SIGNS MUST BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MUTCD AND MUST BE INSTALLED AND REMOVED BY A CERTIFIED TRAFFIC CONTROL TECHNICIAN.



## Requirement Acknowledgements

- Seat and Sales Tax
- Vendor Licensing
- Merchant Guard Security Licenses

^ ● 3.9 Will your event utilize hired security?

Yes

### CLOSE REQUIREMENTS ^

**Event security** companies and the individual security guards hired by the event must be licensed in the City and County of Denver. [Additional details can be found here.](#)

For questions regarding Security Guard Licenses please contact the Department of Excise & License at [720-865-2764](tel:720-865-2764) or [exlapplications@denvergov.org](mailto:exlapplications@denvergov.org).

Please enter your initials in the comment box to acknowledge that you have read and understand this requirement.





# Application Processing Fees

2022 Fees = \$0!



# Application Processing Fees

Attendance	App Fee	Late App Fee	Late Admin Fee
0 - 350	\$25	\$25	\$25
351 - 3,000	\$75	\$75	\$75
3001 - 10k	\$150	\$150	\$150
10,000+	\$250	\$250	\$250

\* Considerations are in development for exemptions to promote equity and minimize barriers

- **OSE's Special Event application and its components are enforceable for events occurring in 2022:**
  - Community Notifications
  - Comprehensive Site Plans
  - Emergency Action Plans
- **A Special Event Application processing fee will go into effect for events occurring in 2023**
- **This change will not impact current processes, but does allow for enforcement of deadlines and requirements**

**Questions?**

**Comments?**

**Suggestions?**

**Ideas!**



Still have questions?

Reach out via our [Contact Form](#)  
or directly to your OSE POC