

Special Event Checklist for Private Events

Events that are closed to the general public and/or are held on private property.

The Office of Special Events (OSE) primarily works with event organizers that produce special events that are open to the public and held on public property to guide them through the required planning and permitting processes. OSE is also available to help private events and those that are held on private property to assist with navigating through various City departments to obtain the proper permits.

There are many City requirements that both public and private events may need to meet. The **checked agencies and items below** identify common requirements and deadlines that may need to be met by your event.

- Department of Parks and Recreation:** A park permit application must be submitted a **minimum of 30 days prior** to event date.
Email: park.permits@denvergov.org | Phone: 720-913-0700 | Web: www.denvergov.org/parks
- Department of Transportation and Infrastructure:** Public Right of Way/Meters/Non-Meter Parking. Events on public right of way (streets, alleys, sidewalks, parking lanes) or requesting bagged meters contact public works a **minimum of 60 days prior** to event date.
Email: transportationmc@denvergov.org | Phone: 303-446-3469
Web: <https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/documents/permits/right-of-way-permits.html>
- Emergency Medical Services (EMS):** It is recommended that events with an attendance of 2,500 or more contact DDPHE/EMS **60 days prior to the event**.
Email: DDPHEInformation@denvergov.org | Phone: 720-865-5452
Web: <https://www.denvergov.org/Government/Departments/Public-Health-Environment/About-Us/Emergency-Preparedness-and-Response/Special-Events-Emergency-Medical-Requirements>
- Office of Emergency Management (OEM):** High profile, international and major events need to contact OEM **60 days prior to event** for assistance with an emergency plan.
Email: courtney.bernet@denvergov.org | Phone: 720-865-5452
Web: www.denvergov.org/emergencymanagement
- Off-Duty Police:** Private Events that require off duty officers need to contact the Office of Secondary Employment and/or an off-duty police coordinator **30 days prior to the event**.
Email: Analisa.ortiz@denvergov.org | Phone: 720-337-0771 | Web: www.denvergov.org/police
- Treasury:** Vendor Sales Tax, Admission Based Events. Events need to provide a detailed vendor list a **minimum of 30 days prior** to the event. For admission-based events (i.e. ticketed events), **you must pay an admission-based event tax**. Treasury Web: www.denvergov.org/treasury
Vendor Sales Tax: Email: art.martinez@denvergov.org | Phone: 720-913-9410
Admission Based Events: Email: beverly.gallegos@denvergov.org | Phone: 720-913-9437
- Denver Police Department:** Private runs, races, rides, walks and events that require traffic control need to contact the DPD Special Events Unit a minimum of **30 days prior** to event, but **no more than 200 days prior**.
Email: dpspecialevents@denvergov.org | Phone: 720-913-0700
Web: <https://www.denvergov.org/content/denvergov/en/police-department/traffic-enforcement/street-closure-permit.html>

- Denver Fire Department:** Events that utilize generators, tents, fuel, etc. need to contact Denver Fire a **minimum of 30 days prior** to the event or more if applying for a liquor license.
Email: SpecialEventsDFD@denvergov.org | Phone: 720-913-3464 | Web: www.denvergov.org/fire
- Excise and Licenses:** Liquor License and Merchant Guard Licenses. **Only nonprofit organizations can apply for a liquor license.** Liquor license requests must be received a **minimum of 30 days prior** to event.
Email: licenses@denvergov.org | Phone: 720-865-2764
Web: www.denvergov.org/content/denvergov/en/denver-business-licensing-center.html
- Department of Public Health and the Environment: SOUND/NOISE:** All events must understand and comply with chapter 36 of the Denver Municipal Code. **FOOD:** Organizers need to provide a detailed vendor list a **minimum of 30 days prior** to the event. **Body Art:** Body artists must obtain a temporary license and be inspected **at least 30 days** in advance. **Pools:** Water features, water rides, etc. must be reviewed and approved by Department of Environmental Health **at least 30 days prior** to operation.
Environmental Health Web: www.denvergov.org/environmentalhealth
Food Vendors: Email: phispecialevents@denvergov.org | Phone: 720-865-5401
Noise Ordinance: Email: justin.lamascus@denvergov.org or Judson.Bemis@denvergov.org | 720-865-6877
Body Art: Email: Reid.Matsuda@denvergov.org | Phone: 720-865-2967
Pools: Email: Tara.olson@denvergov.org | Phone: 720-865-5479
- Facilities Management:** Events that wish to utilize spaces in or around city buildings need to coordinate a **minimum of 30 days prior** to event date.
Email: facilities.helpdesk@denvergov.org
- RTD:** A **minimum of 45 days** notification for any events that effect an RTD stop or station is required.
Web: www.rtd-denver.com
Bus Stops/Routes: 303-299-6926 | daniel.lamorie@rtd-denver.com | Timothy.Lucero@rtd-denver.com
Light Rail: Email: 303-299-3442 | gary.schafer@rtd-denver.com | jmaux.sullivan@rtd-denver.org
- Development Services:** Electrical, Stages/Buildings or Zoning. **Certain stages require permits and event organizers will need a Denver certified contractor to apply for any permits required.**
Generators that are **5kw or larger** need a permit from Development Services (as well as the Fire Department).
Zoning: Email: zoningreview@denvergov.org | Phone: 720-865-3000 | Web: www.denvergov.org/zoning
Electrical/Generator: Email: carol.pafford@denvergov.org | Phone: 720-865-2827
Staging & Building: Email: Addison.MacMahon@denvergov.org or Keith.Ostrander@denvergov.org
Phone: 720-865-2930
- Notification:** We strongly encourage private events to notify surrounding residents and businesses if your event will result in street closures, heavy traffic, parking challenges or noise.
Email: denverevents@denvergov.org | Phone: 720-913-1517 | Web: www.denvergov.org/specialevents

For more information on city requirements, visit the OSE website at: www.denvergov.org/specialevents.