

This application must be completed in its entirety and is a request only. Applications can be *accepted* or *rejected*.
 Email completed application to park.permits@denvergov.org no later than deadline noted below.

Type of Permit Requested: Please check **ONE** box

PUBLIC EVENT (Free and open to the public;
 includes walks/runs/rides, concerts, festivals)
Application must be submitted 60 days in advance

SPECIAL OCCASION (Private by invitation only)
Application must be submitted 30 days in advance

ASSEMBLY/1ST AMENDMENT ACTIVITY
 Recommend application be submitted 5 days in advance

TOURNAMENT
 Application must be submitted 30 days in advance

ADMISSION BASED PUBLIC EVENT (Paid ticket is required for entry;
 excludes walks/runs/rides, tournaments. Only allowed at the following parks:
 Central Park, City Park, Civic Center Park, Confluence Park, Skyline Park)
Application must be submitted 60 days in advance

ADMISSION BASED SPECIAL OCCASION
 (Private by invitation only, and paid ticket is required for entry; allowed at
 most parks) **Application must be submitted 30 days in advance**

OTHER PERMIT TYPES:
ATHLETIC FIELDS/COURTS, PICNICS, POFA, EVENT FACILITIES,
TEMPORARY VENDING: Please visit www.denvergov.org/permits
 for the correct application

General Information

Event/Activity Name: _____

Estimated # of DAILY attendees in the park (per day): _____ Estimated # of attendees in the park at PEAK time: _____
"Attendee" includes registered participants, spectators, and other members of the public

Park: _____
**View park maps [HERE](#)*

Specific Location(s): _____
**View park maps for available permissible spaces [HERE](#)*

Load In/Set-up Date(s): _____ Event Date(s): _____ Load Out/Strike Date(s): _____
 Begin Time: _____ End Time: _____ Begin Time: _____ End Time: _____ Begin Time: _____ End Time: _____

Portable Toilets (if applicable): _____ Trash Dumpster (if applicable): _____ Fencing (if applicable): _____
 Delivery Date: _____ / Time: _____ Delivery Date: _____ / Time: _____ Delivery Date: _____ / Time: _____
 Pick-up Date: _____ / Time: _____ Pick-up Date: _____ / Time: _____ Pick-up Date: _____ / Time: _____

Tell us about your activity below (required): Event/Activity Website: _____

Description:

Purpose:

Features: ✓ Check all that apply *Features not allowed/available at all parks. Please consult Parks Permit Office with questions

Alcohol For Sale (View Alcohol Policy HERE)	Food & Beverage For Sale
Alcohol Free Distribution (View Alcohol Policy HERE)	Food & Beverage Free Distribution
Animals (Petting zoo, show, adoption, parade)	Goods and Services For Sale
Electricity from Park (Not available at all parks; \$9.25 per hour)	Goods and Services Free Distribution
Date(s): _____	Marijuana Themed Elements
Begin Time : _____ End Time: _____	Paid Ticket for Entry (excludes run/walks/rides, tournaments)

Contact Information: This application must be completed in its entirety and is a request only. Applications can be *accepted* or *rejected*

Applicant is: Entity/Organization (*Proceed to Section A*) OR Individual (*MUST be at least 18 years of age - Proceed to Section B*)

**Applicant Name must match the insured on the insurance certificate (if required)*

Section A - Complete this section ONLY if the Applicant is an Entity/Organization

Entity/Organization Name: _____

For Profit OR

Registered Neighborhood Organization (Denver ONLY) OR

Nonprofit [501(c)(3) ACCEPTED ONLY] (*501c3 Verification must be submitted with application: IRS Determination Letter or Letter of Registration/Certificate from the Colorado Secretary of State.*) **Applications will not be accepted without this verification.**

Street Address: _____ Apt./Unit/Suite: _____

City: _____ State: _____ Zip: _____

Organization Phone : _____ Organization Email: _____

Entity Representative's Name (Authorized Agent): _____

Representative must be an employee, board member, or authorized with a letter on entity letterhead signed by an authorized employee or board member at the time of application. **Applications will not be accepted without this authorization. The representative will be the only individual receiving communication from the Parks Permit Office if/until the entity provides a letter stating a change. Letter template can be found [HERE](#).*

Representative's Email Address: _____ Representative's Cell Phone: _____

Day of Contact (if different than above)

Name: _____ Cell Phone: _____

Section B - Complete this section ONLY if the Applicant is an Individual

Individual Name: _____ Phone: _____

Street Address: _____ Apt./Unit/Suite: _____

City: _____ State: _____ Zip: _____

Cell Phone (Day of): _____ Email: _____

Waiver:

With respect to an activity for which a permit is issued, proposed to be held or actually held in a Denver park or park facility, applicant/permittee shall indemnify and defend the City and County of Denver, its appointed and elected officials, employees and agents (the "Indemnitees") against any losses, damages, liabilities, claims, suits, actions, causes of action, costs and expenses that any or all Indemnitees suffer, incur, or sustain or for which any or all Indemnitees may become liable resulting from, arising out of, or relating to any activities conducted under the permit including negligence or intentional misconduct by the applicant/permittee or the applicant/permittee's officers, employees, workers, volunteers, supplier, service providers, contractors, vendors, or parties affiliated with the activity and to insure compliance with all policies, rules, and regulations, and guidelines of Denver Parks & Recreation and other relevant procedures and laws. Such indemnification shall include any third party losses, damages, liabilities, claims, subrogation claims, suits and actions, causes of action, costs and expenses asserted against the City or its appointed and elected officials, employees, volunteers, and agents and resulting from the negligence or intentional misconduct of the Permittee, Permittee's representatives or agents, or Attendees arising from or associated with the sale, service or consumption of Alcohol Beverages whether authorized or unauthorized under the applicable Permit, or arising from or associated with the sale, service or consumption of marijuana, even though the sale, service or consumption of marijuana is illegal. I have received, read, and understand the Denver Parks & Recreation rules and regulations (please review at www.denvergov.org/permits and www.denvergov.org/parkrules). I understand that certain fees are non-refundable (as stated) and that the permit is non-transferable.

Entity Representative's or Individual Applicant's Name and Signature as stated above:

Print: _____

Signature: _____

Date of Submittal: _____