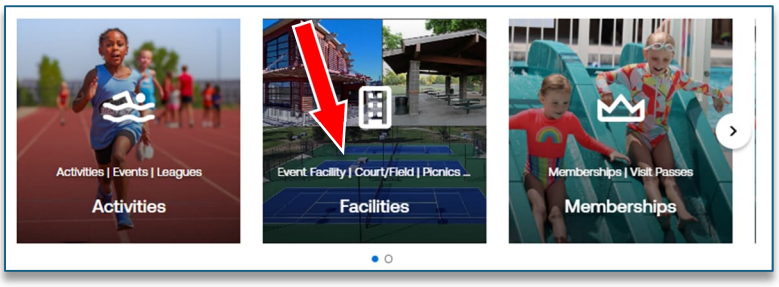
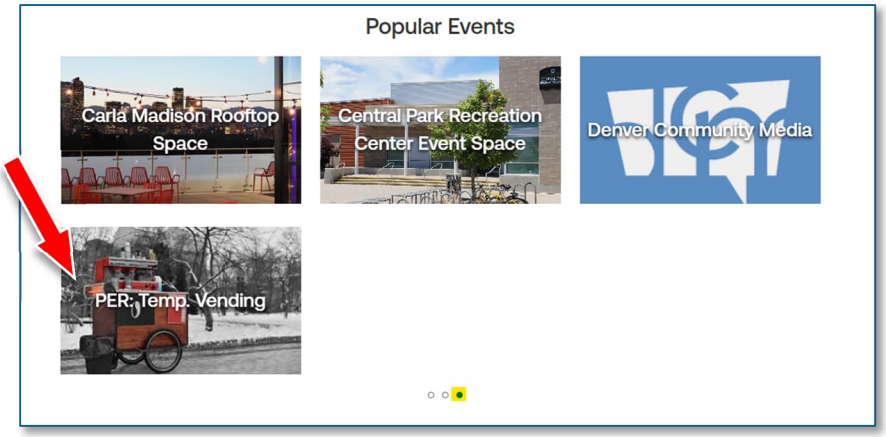
Online Temp Vending Reservation Instructions

Step 1: Using Chrome as your browser, visit https://apm.activecommunities.com/denver/Home

Step 2: Sign in or Create an Account. If you've permitted with us before or done business with Denver Parks & Recreation, use your existing login. For help, email park.permits@denvergov.org.

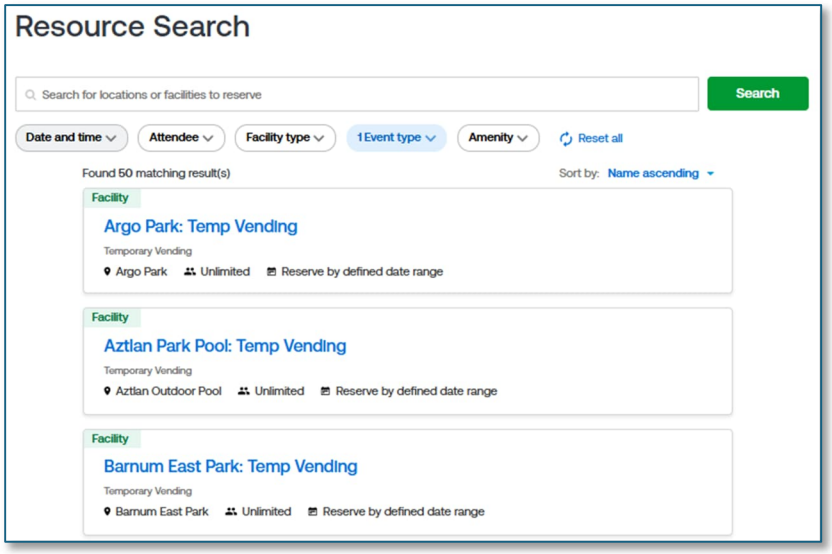
Step 3: Click **Facilities,** go to the last page, and select PER: Temp Vending





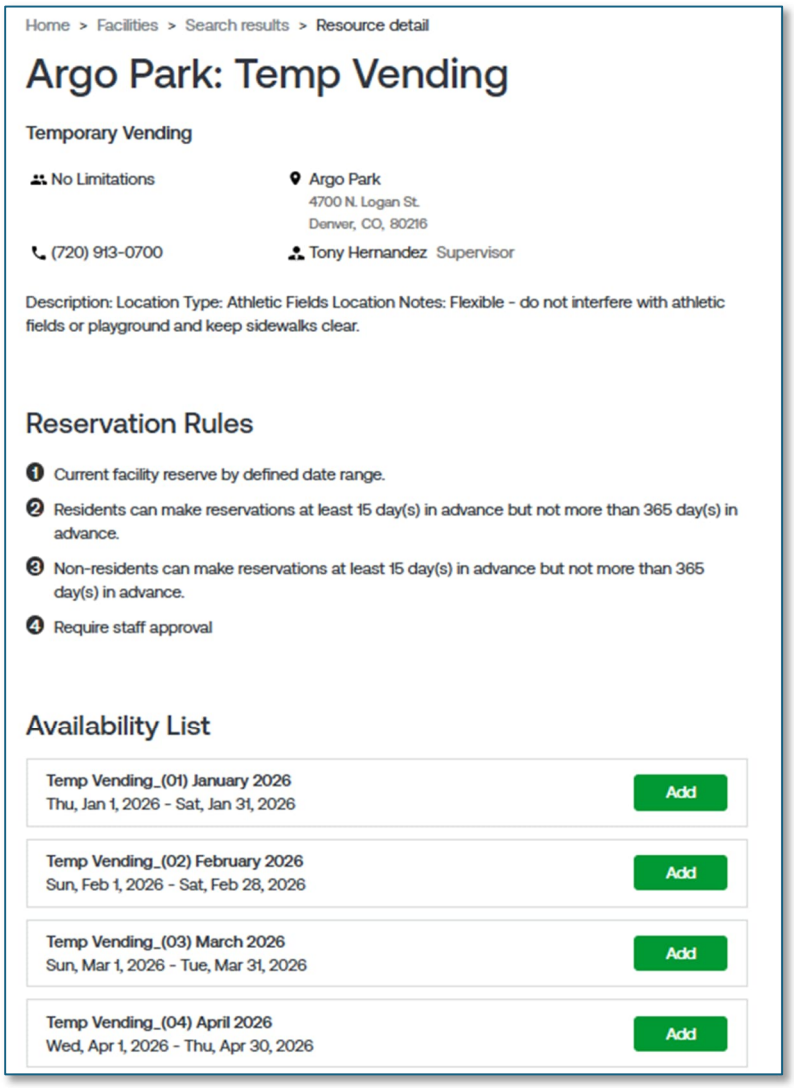
After clicking Temp Vending box, wait for the list to load.

Step 4: Choose an available location. If it's not listed, it's **already permitted and/or unavailable**

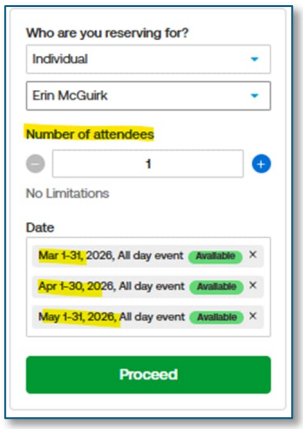


Step 5: Select months you'd like to permit by clicking Add

- If a month is greyed out = unavailable
- Requests must be made 15 days before the start of a new month

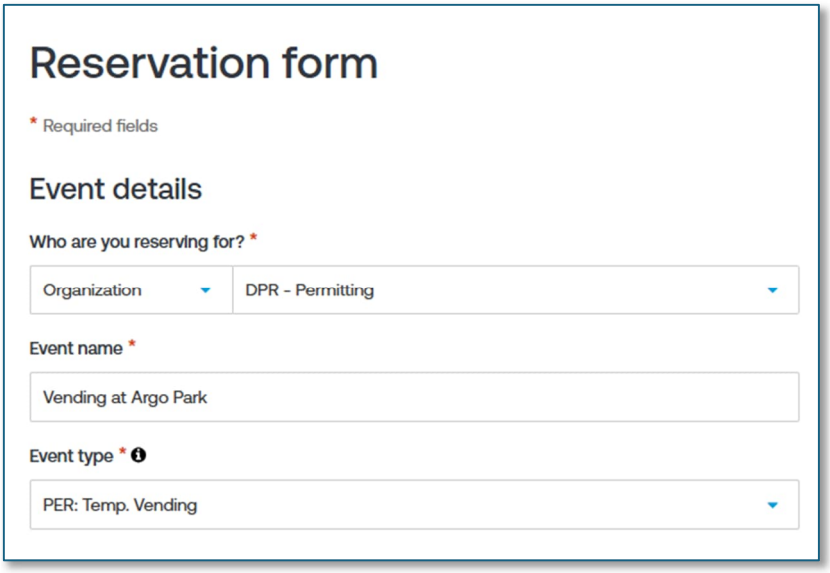


Step 6: Review selected months for accuracy → click Proceed
(**Number of attendees:** Leave at 1)



Step 7: Complete **Reservation Form**

- Event Details
  - Who are you reserving for?
    - Individuals: Confirm information listed is correct
    - **Businesses/Organizations**
      - Returning Vendors: Change to **Organization** and confirm information is correct
      - New Vendors: Complete reservation as an Individual. Parks Permit Office staff will connect with you to obtain your business information and update your permit name once request is received
  - Event Name = Business Name and Park Name
  - Event Type = PER: Temp Vending



- **Booking information:** Confirm locations and months listed are correct
- Answer **Custom Questions**

Click Add to Cart

Step 8: Read and Acknowledge waiver and click Finish

- Once submitted your request is **Tentative**

Next Steps:

1. Permit Office Staff will review your request
   a. If acceptable, they will add permit fees and set up payment schedule
   b. If there are further questions or changes needed, staff will contact you
2. IMPORTANT: Monthly permit fee payments will be set up for autopayment
   a. Return to "My Account" and save a credit card to your account
   b. An instructional video is posted on the Temporary Vending webpage (top right corner)