



**DENVER**  
OFFICE OF SPECIAL EVENTS

# **EVENT PLANNING GUIDE**

**Office of Special Events**

DenverEvents@DenverGov.org

12/5/2024

## **Welcome to Denver's Office of Special Events!**

We are excited you choose Denver to host your event! Every year, our City proudly supports a wide variety of fun, exciting, and safe events. As an event organizer, you play a critical role in making these events successful.

This guide is here to help you:

- Navigate the rules and permits required for your event.
- Stay on top of deadlines and important timelines.
- Access valuable resources to make your event run smoothly.

Take a moment to review the Table of Contents for easy navigation. If you have any questions along the way, our team is here to assist you!

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# 1. Do You Need a Special Events Permit?

Not every event in Denver requires a permit from the Office of Special Events (OSE). Use the following criteria to determine if your event qualifies:

## 1A. Criteria 1: Location

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Your event is held on public property in Denver:

- Parks
- Streets
- Sidewalks
- Alleys
- Plazas

If **YES**, continue to Step 2. If **NO**, an OSE Permit is not required.

## 1B. Criteria 2: Public Access

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Your event is open to the public. For example:

- Anyone can attend, no private invitations or guest list.
- Tickets are sold publicly, or admission is free.

If **YES**, continue to Step 3. If **NO**, an OSE Permit is not required.

## 1C. Criteria 3: Activities or Features

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Your event includes **any** of the following elements:

- Includes tents over 200 square feet, propane, open flames, fireworks, or floats.
- Uses generators over 5kW, stages, or other structures.
- Sells items (e.g., tickets, food, alcohol, CBD products, merchandise).
- Features body art, animals, or water attractions.
- Requires security or off-duty police officers.
- Includes marijuana advertising, themes, or sponsors.

If **YES**, you must submit an OSE application. If **NO**, an OSE Permit may not be required.

## 1D. Next Steps

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If you determine that an OSE Permit is required, please continue reading this guide for application instructions and additional details before submitting your application.

For events entirely on private property or with an invite-only guest list, review the [Private Event Checklist](#) to determine if other permits are necessary. Private events generally do not need an OSE application but may still require approval from other City departments.

Still unsure? Submit a [OSE Contact Us Form](#) and a permitting specialist will follow up with you.

## 2. Application Process Overview

The event permitting process involves several steps to ensure your event runs smoothly and complies with all City requirements. Follow this guide to stay on track:

### 2A. Submit Your OSE Application

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**Application Deadline:** 60 days prior to the event set up date.

**Deadline Example:**

If your event setup begins on May 29 and the event is on June 1, your application must be submitted by **March 30** (60 days before the setup date).

**Important Details:**

- **First-time or complex events**, including those with multiple street closures or extensive infrastructure, should contact OSE **90 days prior** to the event set up date.
- Applications submitted to OSE less than 60 days prior to the setup date may be denied or have a late fee.
- Some agencies will NOT accept late applications.
- OSE will NOT accept applications submitted less than 30 days before the event setup date.

**What to Include in Your Application:**

You do not need all finalized details at submission, but the items listed below are required for your application to be accepted.

- Section 1 - Applicant Information: Basic details about the applicant.
- Section 2 - Event Information: Key information about the event.
- Section 4 - Site Map and/or Route Map: A preliminary layout or map.
- Section 5 - Community Notification: A draft flyer for notifying the community.
- Premise Documents:
  - Preliminary Park Permit (for events in parks)
  - Traffic Control Plan (for events on streets, sidewalks, or alleys).

### 2B. Fees

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**Processing Fees:**

OSE application processing fees are based on the estimated number of daily TOTAL attendees:

- 1 – 350: ..... \$25
- 351 – 3,000: ..... \$75
- 3,001 – 10,000: ..... \$150
- 10,000+: ..... \$250

**Late Fees:**

Application fees will be doubled for applications submitted less than 60 days prior to the first set up date.

**Rush Fees:**

All City requirements must be met and submitted to OSE at least 5 days before the event. Events that do not meet this deadline will incur an additional fee equal to the application fee.

**Payment Process:**

After submitting your application, you will receive an invoice via email from the application system. Payments must be made within three days of receipt for your invoice to be placed “Under Review.”

Once the application is “Under Review”:

- The application will be reviewed by the necessary City agencies.
- The submitted information will be evaluated for compliance.

**2C. OSE Support**

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Once your application is submitted, an Event Permitting Specialist (EPS) will be assigned to guide you through the permitting process. The EPS will:

- Review your application to ensure all required documents are included.
- Generate an invoice for your OSE application fee.
- Assist you in addressing any issues and completing additional requirements.
- Issue your final OSE Permit, once all City requirements have been met.

**2D. Permits & Approvals**

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You will work with OSE and other City departments to secure additional permits and approvals based on the elements of your event. There may be fees associated with the permits issued by other City agencies.

**2E. OSE Permit Issued**

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Once all required permits and approvals are obtained, OSE will issue your Office of Special Events Permit (OSEP). This document confirms your event is ready to proceed.

**2F. Tips for Success**

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- Submit your application as early as possible to avoid delays and extra fees.
- Communicate with your EPS regularly to address any issues.
- Track all deadlines to ensure your event remains on schedule.

**3. How To Meet Denver’s Event Requirements**

The following sections explain how to meet requirements and obtain necessary permits and approvals from City departments and the Regional Transportation District (RTD). Your OSE application in Eproval

will outline the specific steps for your event. For additional guidance, contact the listed department or your OSE Event Permitting Specialist.

### 3A. Site Plan Guidelines

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**DEADLINE:** 60 days before the event

**CONTACT:** Office of Special Events, Assigned Event Permitting Specialist

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Include a draft site plan with your OSE application. The plan should show:

- Entrances/exits (public and emergency)
- Fire/emergency access lanes
- Street names
- Fencing, barricades, and event infrastructure (tents, stages, seating, generators, toilets, trash/recycling, etc.)
- Locations of flammable materials, BBQs, and pyrotechnics
- Placement of food trucks, vehicles, and trailers
- ADA access
- For races, runs, walks, or rides, a route map should be included in addition to the start/finish area site plan.

### 3B. Events in Denver Parks

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**DEADLINE:** 60 days before your event

**CONTACT:** [park.permits@denvergov.org](mailto:park.permits@denvergov.org)

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To hold an event in a Denver Park, you need a preliminary park permit **before** you apply with the Office of Special Events (OSE). Submitting your OSE application doesn't reserve park space, so you must first check that the park you want is available.

#### **Important Details:**

1. Get Your Preliminary Park Permit. Parks fill up fast, so it's best to apply early.
2. When to Apply:
  - Apply starting November 1.  
For example, if you want to hold an event in a park on June 10, 2025, you need to apply for the park permit on or after November 1, 2024, and submit the OSE application by April 10, 2025.
3. Submitting the Application:
  - You can find resources, fees, and the application form on the [Denver Parks and Recreation website](#).
  - DPR will review your application. If the park is available, they will send you a confirmation and an invoice within 10 days.

Once your park invoice is paid, Denver Parks and Recreation will give you a checklist with all park-specific requirements. These requirements are separate from OSE's and must be submitted to Parks 30 days before your event setup date.

### 3C. Events on Denver Streets

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**DEADLINE:** 60 days before your event

**CONTACT:** [SEAOA@denvergov.org](mailto:SEAOA@denvergov.org)

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To close a public street, sidewalk, alley, or plaza, apply for a [Special Event Revocable Street Occupancy Permit \(SERSOP\)](#) from DOTI. Upload the listed documents below to your OSE application in Eproval (please note we have templates and samples available to you).

1. [Traffic control plan](#): from a barricade company of your choosing (we cannot recommend one for you).
2. [Certificate of insurance](#): listing the City and County of Denver as the certificate holder.
3. [Community Notification Flyer](#): with details of the closures and potential impacts to businesses and residents.
4. [Site map](#) showing what will be placed on the street or sidewalk.

Questions about closing a street, alley or sidewalk for your event should be sent to [SEAOA@denvergov.org](mailto:SEAOA@denvergov.org).

**Important Detail:** If there are parking meters in your closure, those meters must be bagged prior to the closure of the street. Please review the 3D Parking Meter Reservations below for instructions on how to request parking meters to be bagged.

### 3D. Parking Meter Reservations

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**DEADLINE:** 60 days prior to event

**CONTACT:** 303-446-3759

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If you need to reserve parking meters, you must apply for a Meter Bagging Permit from the Department of Transportation and Infrastructure (DOTI). These meters can only be used for event infrastructure and production—not for personal vehicle parking. If you are closing streets, all meters in the closed area must be reserved.

**Important Steps:**

1. Submit a [Special Event Meter Request Form](#) 60 days before your event to [dotipermitoperations@denvergov.org](mailto:dotipermitoperations@denvergov.org).
2. Pay the required fees within 48 hours of receiving your invoice.

**Important Details:**

- You will need to provide the meter numbers for each meter you want to reserve. These numbers are found on the meters and may change, so visit the event site to check each time you apply.

**Meter Bagging Colors:**

- Yellow bags indicate only vehicles displaying the permit can park in those spaces.
- Red bags indicate no parking for any vehicles.

For questions, contact the DOTI Meter Team at 303-446-3759.



### 3E. Community Notifications

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**DEADLINE:** 45 days & 7 days prior to event

**CONTACT:** [denverevents@denvergov.org](mailto:denverevents@denvergov.org)

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Event organizers must inform nearby residents and businesses about event details like hours, road closures, parking restrictions, and amplified sound to help the community prepare.

#### **Important Steps:**

- 1. Create Your Flyer:** Use the [Community Notification Template](#) to customize your event information.
- 2. Submit for Approval:** Upload the flyer to your event application 60 days before the event for review. Wait for approval before distributing it.
- 3. Distribute the Flyer:** Email the approved flyer to the required groups 45 days before the event and again seven days before. Copy [denverevents@denvergov.org](mailto:denverevents@denvergov.org) on the notification email and make sure that the recipients' email addresses are visible so OSE can track who received the notifications. Do not use the Bcc function. Ask recipients to share it via newsletters, websites, social media, or word-of-mouth.
  - Required Groups:
    - 1. RNOs and BIDs:** Find contacts at [www.denvergov.org/RNO](http://www.denvergov.org/RNO).
    - 2. City Council Offices:** Check districts and contacts at [www.denvergov.org/citycouncil](http://www.denvergov.org/citycouncil).
    - 3. Denver Police Departments:** Find contacts on the [Denver Police Stations](#)' web page.
- 4. Hand Deliver Flyers:** If your event includes road, alley, sidewalk closures, rolling closures, or more than 3,000 attendees, hand-deliver flyers to homes, businesses, and community centers, schools, and churches within one block of the event. Ask businesses and apartments to post the flyer in public areas.

By following these steps, you will ensure the community is informed and ready for your event.

### 3F. Regional Transportation District (RTD)

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**DEADLINE:** 45 days prior to event

**CONTACT:** 303-299-6928

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If your event will affect RTD bus service, you must get approval from the Regional Transportation District (RTD) who provides bus and light rail service in Denver, Boulder, and surrounding areas.

#### **Important Steps:**

##### **1. Bus Service:**

- If your event will impact an RTD bus route, stop, or station, you must contact RTD at least 45 days before your event to request rerouting.
- Review the [RTD bus system map](#) to see if your event location will affect bus service.
- Contact Greg Wing at [Greg.Wing@rtd-denver.com](mailto:Greg.Wing@rtd-denver.com) and Tim Lucero at [Timothy.Lucero@rtd-denver.com](mailto:Timothy.Lucero@rtd-denver.com) or call 303-299-6928 for more information or to request changes.

##### **2. Light Rail Service:**

- Event organizers must plan their route or event space to avoid impacting light rail service.

- Review the [RTD Rail System Route Map](#) and the [Downtown Denver Rail Detail Map](#) to make sure your event does not interfere with RTD Light Rail.
- For questions about light rail impacts, call 303-299-3442 or contact Tegan Rice at [Tegan.Rice@rtd-denver.com](mailto:Tegan.Rice@rtd-denver.com), Christina Bennet at [Christina.bennett@rtd-denver.com](mailto:Christina.bennett@rtd-denver.com), or Clara Bechtel at [Clara.Bechtelt@rtd-denver.com](mailto:Clara.Bechtelt@rtd-denver.com).

For more information, review the [Events that Impact RTD Service Fact Sheet](#).

### 3G. Health and Medical Plan

**DEADLINE:** 30 days prior to event

**CONTACT:** [DDPHEInformation@denvergov.org](mailto:DDPHEInformation@denvergov.org)

Event organizers must be prepared for possible injuries or accidents. Denver’s Department of Public Health and Environment (DDPHE) has created Emergency Medical Requirements to help keep people safe at events.

**Important Steps:**

1. All events must submit a Health and Medical Plan using the provided [Health and Medical Plan Template](#).
2. Use the resources linked below to create your Health and Medical Plan:
  - [The Emergency Medical Requirement fact sheet](#): outlines the key components of a Health and Medical Plan and what it should include.
  - The [Special Event Health and Medical Plan Matrix](#): shows what DDPHE recommends and requires of an event based on how many people will attend and the size of the event footprint.

For more information, visit [DDPHE’s website](#). You can also request a one-on-one meeting with DDPHE to review your plan by emailing [DDPHEInformation@denvergov.org](mailto:DDPHEInformation@denvergov.org).

### 3H. Amplified Sound Limits

**DEADLINE:** 30 days prior to event

**CONTACT:** [justin.lamascus@denvergov.org](mailto:justin.lamascus@denvergov.org) and [nathaniel.rosenberg@denvergov.org](mailto:nathaniel.rosenberg@denvergov.org)

All event organizers must review and follow Denver’s Noise Ordinance. Disruptive sounds like live music, DJs, speakers, airhorns, or generators must comply with the guidelines to avoid fines of up to \$5,000 per day.

**Important Steps:**

1. **Learn the Rules:** Review the [Denver Special Events Noise Fact Sheet](#) to understand acceptable noise levels and how to manage noise at your event.
2. **Complete the Worksheet:** Fill out and upload the [Noise Ordinance Requirements Worksheet](#) to your event application. This is required by DDPHE for all events with amplified sound. It also determines if your event qualifies for a festival exemption allowing higher noise levels.
3. **Complete and upload** the [Electronic Communications Agreement](#) form to your application.

For questions, contact [justin.lamascus@denvergov.org](mailto:justin.lamascus@denvergov.org) or [nathaniel.rosenberg@denvergov.org](mailto:nathaniel.rosenberg@denvergov.org).

### 3I. Emergency Action Plan

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**DEADLINE:** 30 days prior to event

**CONTACT:** Courtney Bernet at [courtney.bernet@denvergov.org](mailto:courtney.bernet@denvergov.org) or 720-865-7600

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All special events in Denver must submit an Emergency Action Plan (EAP) using the provided [Emergency Action Plan Template](#). The EAP outlines how to reduce risks before and during the event and the steps to follow in an emergency. It complements the [Health and Medical Plan \(HMP\)](#), but is submitted separately.

The plan must be specific to the event’s location, size, type, potential risks, and available resources.

For more information, visit the [OSE Education Programs and Resources page](#) or visit the [Office of Emergency Management](#)’s website. You can also email [courtney.bernet@denvergov.org](mailto:courtney.bernet@denvergov.org) or call 720-865-7600.

### 3J. Parades, Runs, and Rides on Denver Streets

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**DEADLINE:** a minimum of 30 and as early as 200 days prior to event

**CONTACT:** [dpspecialevents-dpd@denvergov.org](mailto:dpspecialevents-dpd@denvergov.org) or 720-337-1030

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If you are organizing a parade, run, walk, or ride on Denver streets, you must obtain a permit from the Denver Police Department’s (DPD) Special Events Unit (SEU).

#### **Important Steps:**

1. Submit your application in person at least 30 days before the event and no more than 200 days in advance.
2. Call 720-337-1030 to schedule an appointment before submitting your application.
3. Plan your route and include a detailed map with your application—DPD does not create routes for events.
4. Permits are issued only after DPD reviews and approves your application and route.

**Note:** A park or street permit does not guarantee police resources for your event. You must confirm resource availability with DPD. DPD resources are finite so be sure to reach out as early as possible for races, runs, walks, and rides.

For more information on permits, fees, and requirements, visit the [DPD's Special Event Unit website](#) or call 720-337-1030.

### 3K. Hiring Off-Duty Denver Police Officers

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**DEADLINE:** 30 days prior to event

**CONTACT:** [Analisa.ortiz@denvergov.org](mailto:Analisa.ortiz@denvergov.org)

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If you need to hire Denver Police for your event, contact the Office of Secondary Employment at least 30 days before your event. Call 720-337-0771 or email Analisa Ortiz at [Analisa.ortiz@denvergov.org](mailto:Analisa.ortiz@denvergov.org).

### 3L. Hiring Event Security

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**DEADLINE:** 30 days prior to event

**CONTACT:** [licenses@denvergov.org](mailto:licenses@denvergov.org)

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If you need hired security guards at your event, the company and guards must be licensed in the City and County of Denver. For more information, visit the [Department of Excise and License website](#).

If your security vendor isn't licensed, they must apply at least 30 days before the event.

For questions, email [licenses@denvergov.org](mailto:licenses@denvergov.org) or call 311.

### 3M. Selling or Serving Alcohol

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**DEADLINE:** 30 days prior to event

**CONTACT:** [exlapplications@denvergov.org](mailto:exlapplications@denvergov.org)

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#### Who Can Apply:

- Only non-profits are eligible.
- All proceeds from alcohol sales must directly benefit the non-profit.

#### Important Steps:

- Submit your liquor permit application via the [Department of Excise and Licenses website](#).
- Be sure to review the Required Documents section on the Excise and Licenses website. You will need to submit your final Park Permit and/or SERSOP to Excise and License before your liquor permit will be issued. However, you can begin the liquor permitting process while waiting for your other permits to be finalized.

#### Additional Requirements for Entertainment:

- Events with entertainment must include a [Special Event Cabaret Permit Application](#) with their liquor permit application.

Contact the Excise and License Department with any questions about the Special Event Liquor Permit or Special Event Cabaret Permit at [exlapplications@denvergov.org](mailto:exlapplications@denvergov.org) or call 311.

### 3N. Generators

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**DEADLINE:** 30 days prior to event

**CONTACTS:** Denver Fire Department at 720-527-9418 or at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) and [carol.pafford@denvergov.org](mailto:carol.pafford@denvergov.org) with Denver Development Services.

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Generators 5kW and over require two permits:

5. **Fire Permit:** Needed for the generator's fuel. Submit the [Fire Permit Application](#) at least 30 days before the event. For questions, contact Denver Fire Department at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) or call 720-527-9418.
6. **Electrical Permit:** Required from Denver Development Services. Only licensed electricians can apply, and an on-site inspection is needed. Ensure your vendor is licensed. Contact Development Services at [carol.pafford@denvergov.org](mailto:carol.pafford@denvergov.org) or call 720-865-2827 for more information.

For generators under 5kW, no permit is needed, but review the [Portable Generators document](#) for proper use and guidelines.

### 3O. Fire Permits

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**DEADLINE:** 30 days prior to event

**CONTACT:** Denver Fire Department (DFD) at [720-527-9418](tel:720-527-9418) or [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org).

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Please review the [DFD Special Events Guidelines](#) to determine if a fire permit is required for your event. Tents over 200 sq ft, propane, open flames, fuel storage, pyrotechnics, and parade floats are some of the most common event elements will need for a fire permit.

If a fire permit is needed, submit your [Fire Permit Application](#) at least **30 days prior** to your event. Refer to the [Fire Permit Application process](#) for detailed instructions.

For additional assistance, contact the [Denver Fire Department](#) by email at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) or call [720-527-9418](tel:720-527-9418).

### 3P. Stage and Structures

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**DEADLINE:** 30 days prior to event

**CONTACT:** [addison.macmahon@denvergov.org](mailto:addison.macmahon@denvergov.org)

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Stages and structures at your event may require building permits. It is the organizer's responsibility to make sure the vendor has the right permits.

**Important Details:**

- Only a **Denver-licensed** contractor can apply for these permits.
- If a permit is needed, an on-site inspection will also be required.

For more information, check [Denver's Building Permit Policy](#). To apply, visit [E-permits](#) and use the [E-permits for Special Events](#) guidance document for assistance.

If you have any questions, email [addison.macmahon@denvergov.org](mailto:addison.macmahon@denvergov.org).

### 3Q. Sales Tax Licensing

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**DEADLINE:** 30 days prior to event

**CONTACT:** 720-913-9300

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All vendors at your event must collect and pay Denver sales tax.

- **Denver Licensed Vendors:** Existing Denver businesses or licensed vendors don't need extra permits or fees. Sales from the event are reported on their regular tax returns.
- **All Other Vendors:** Must register for a Special Event Sales Tax account. Register online by selecting "Register or File for Special Event."

For more details, visit [Denver's Treasury website](#), and check the "Special Event Sales Tax" section. For questions, contact the Treasury Department at 720-913-9446.

### 3R. Admission-Based Events

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**DEADLINE:** 30 days prior to event

**CONTACT:** [taxauditadmin@denvergov.org](mailto:taxauditadmin@denvergov.org)

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If your event charges admission, before selling tickets contact the Treasury Department at [taxauditadmin@denvergov.org](mailto:taxauditadmin@denvergov.org) or call 720-913-9955. Event organizers must collect and submit the Facilities Development Tax aka "Seat Tax" By the 15<sup>th</sup> of the month after the tickets are sold. Check the [Denver Tax Guide](#) for details.

**Important Details:**

- These requirements do not apply to races, runs, walks, or rides.
- Only certain Denver parks allow admission-based events. Contact the [Parks Permit Office](#) for more information.

### **3S. Waste Management Plan**

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**DEADLINE:** 30 days prior to event

**CONTACT:** [denverevents@denvergov.org](mailto:denverevents@denvergov.org)

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Denver voters approved the Waste No More initiative, requiring events to submit a **Waste Management Plan** and provide three-stream waste collection (trash, recycling, and organics) with signage. Though three-stream collection is not enforced yet, you must submit the [Waste Management Plan Template](#) to get your OSE permit.

### **3T. Food Vendor Approval and Licensing**

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**DEADLINE:** 30 days prior to event

**CONTACT:** DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) and EXL at [licenses@denvergov.org](mailto:licenses@denvergov.org)

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Event organizers must ensure all food vendors are properly licensed to avoid fines and ensure public health compliance.

**Important Details:**

1. It is the event organizers responsibility to verify their vendors have the appropriate Denver licenses.
2. Licensing for Different Vendor Types:
  - Brick-and-mortar restaurants must obtain a [Restaurant Temporary License](#) to operate at an event. If the vendor already has a valid temporary restaurant license, they must add each event to their license.
  - Required for food trucks - [Retail Food Mobile License](#): This process can take several weeks, so vendors should apply early.
  - Food sales that fall under the [Colorado Cottage foods Act](#) may be exempt from the above licensing requirements.
3. CBD Sales at Events:
  - Vendors selling consumable CBD must obtain the proper licenses and ensure their products come from approved sources and follow food safety rules. Review the [CBD Product Sales Guide](#) at special events for more information.

For more details visit the [Food license information website](#). Or email DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) and EXL at [licenses@denvergov.org](mailto:licenses@denvergov.org).

### 3U. Marijuana Related Guidelines

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**DEADLINE:** 30 days prior to event

**CONTACT:** [MarijuanaInfo@Denvergov.org](mailto:MarijuanaInfo@Denvergov.org)

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- **Consumption:** Marijuana consumption is not allowed on public property.
- **Advertising:** There are strict rules regarding marijuana advertising. Please review [Guidance for Marijuana Advertising at Special Events in Denver](#) for more details.
- **Sales:** If vendors will sell marijuana-related products, you must upload a list of those vendors to your OSE application at least 30 days before the event.

For more information about marijuana-related vendors, booths, or sponsors, contact your OSE Event Planning Specialist (EPS).

### 3V. Tattoos and Body Piercing Licensing

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**DEADLINE:** 30 days prior to event

**CONTACT:** [reid.matsuda@denvergov.org](mailto:reid.matsuda@denvergov.org)

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If your event includes tattooing or body piercing, you will need a **Temporary body art establishment** permit and each artist will need an individual license.

- **Temporary Establishment Permits:** [Temporary body art establishment permit](#) applications must be submitted at least 30 days before the event.
- **Temporary body artist license permit:** As the event organizer, you must ensure all body artists are licensed in Denver or apply for a [temporary body artist license](#). Temporary licenses must be submitted at least 30 days before the event.

Contact Reid Matsuda at [reid.matsuda@denvergov.org](mailto:reid.matsuda@denvergov.org) at the Denver Department of Public Health and Environment (DDPHE) for licensing details.

### 3W. Water Features Approval

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**DEADLINE:** 30 days prior to event

**CONTACT:** [phicomments@denvergov.org](mailto:phicomments@denvergov.org)

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Water features like pools, water rides, and other attractions must be approved by the Denver Department of Public Health and Environment (DDPHE) at least 30 days before your event.

- **Contact DDPHE:** Email [phicomments@denvergov.org](mailto:phicomments@denvergov.org) to schedule approvals and inspections.
- **Parks Approval:** If your event is in a park, approval from the Department of Parks and Recreation may also be needed.

### 3X. Film and Photography

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**DEADLINE:** 14 business days prior to the event for filming with a drone

**CONTACT:** Your OSE Event Permitting Specialist

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As an event organizer with a valid event space permit, you can film and take photos in your permitted area without an additional permit, except when using a drone.

**Drone Use Requirements:** Contact your EPS for details. Be ready to provide the flight schedule, proof of Aviation Insurance, FAA Pilot’s License, and UAV Registration and to submit a [Denver Film Permit application](#).

**Note:** Recreational drone use is prohibited on public property in Denver.

For more information, contact your Event Permitting Specialist or visit the [Film and Photography website](#).

### 3Y. Accessibility Requirements

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**DEADLINE:** Disability-related accommodation requests: Prior to event

**CONTACT:** [DenverADA@denvergov.org](mailto:DenverADA@denvergov.org) and [DeafHHServices@denvergov.org](mailto:DeafHHServices@denvergov.org)

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Your event in parks or public spaces must be accessible to everyone, including passersby. Use the [ADA Events Planning Checklist](#) for important guidelines.

- **Sign Language or Communication Access Realtime Translation (CART) Services:** Event organizers can contact the City’s Deaf and Hard of Hearing Services with questions at [DeafHHServices@denvergov.org](mailto:DeafHHServices@denvergov.org). Local resource list is available upon request.
- **Other Accommodations:** For any other disability-related needs, contact [DenverADA@denvergov.org](mailto:DenverADA@denvergov.org).

### 3Z. Sustainable Event Resources

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**NO DEADLINE**

**CONTACT:** [certifiablygreendenver@denvergov.org](mailto:certifiablygreendenver@denvergov.org)

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The **Certifiably Green Denver** program helps event organizers make their events more sustainable. They offer free consultations to guide you in using eco-friendly practices or to help your event become fully certified.

Learn more about the [Certifiably Green Denver](#) program.



## 4. Templates and Links

Click on the listed items for templates and links.

1. [ADA Events Planning Checklist](#)
2. [CBD Product Sales Guide](#)
3. [Certificate of insurance](#)
4. [Colorado Cottage foods Act](#)
5. [Community Notification Flyer](#)
6. [Denver Film Permit application](#)
7. [Denver Special Events Noise Fact Sheet](#)
8. [Denver Tax Guide](#)
9. [DFD Special Events Guidelines](#)
10. [Electronic Communications Agreement](#)
11. [Emergency Action Plan Template](#)
12. [E-permits](#)
13. [E-permits for Special Events](#)
14. [Events that Impact RTD Service Fact Sheet.](#)
15. [Fire Permit Application](#)
16. [Fire Permit Application process](#)
17. [Guidance for Marijuana Advertising at Special Events in Denver](#)
18. [Health and Medical Plan Template](#)
19. [Noise Ordinance Requirements Worksheet](#)
20. [OSE Event Application Link](#)
21. [Portable Generators document](#)
22. [Private Event Checklist](#)
23. [Restaurant Temporary License](#)
24. [Retail Food Mobile License](#)
25. [RTD bus system map](#)
26. [RTD Rail System Route Map](#)
27. [Site Map](#)
28. [Special Event Health and Medical Plan Matrix](#)
29. [Special Event Meter Request Form](#)
30. [Special Event Revocable Street Occupancy Permit \(SERSOP\)](#)
31. [Temporary body art establishment permit](#)
32. [temporary body artist license](#)
33. [The Emergency Medical Requirement fact sheet](#)
34. [Traffic control plan](#)
35. [Waste Management Plan Template](#)

## 5. Event Application Timeline

The timeline guide below highlights the most common citywide requirements events will complete during the event permitting process. Refer to your Office of Special Events application to see which steps are required for your event.

<b>Minimum 60 Days Prior to Event</b>	
<b>Apply for a Park Permit</b> <i>**If you want to hold your event in a Denver park, you must get your preliminary Park Permit BEFORE submitting an OSE application.</i>	Denver Parks and Recreation
<b>Submit Special Event application</b>	Office of Special Events
<b>Apply for a street or sidewalk closure</b>	Department of Transportation and Infrastructure
<b>Submit request to reserve parking meters</b>	Department of Transportation and Infrastructure
<b>Minimum 45 Days Prior to Event</b>	
<b>Submit plans for impacted bus routes or stops</b>	Regional Transportation District (RTD)
<b>Distribute initial community notifications</b>	Office of Special Events
<b>Minimum 30 Days Prior to Event</b>	
<b>Create a Health and Medical Plan</b>	Department of Public Health and Environment
<b>Submit noise documentation</b>	Department of Public Health and Environment
<b>Submit Emergency Action Plan</b>	Office of Special Events
<b>Submit application for parades, walks, or runs on streets</b>	Denver Police Department
<b>Request off-duty officers</b>	Denver Police Department
<b>Apply for Special Events Liquor License</b> <i>Pre-requisites are required</i>	Excise and License Department
<b>Apply for Fire Permit(s)</b> <i>Earlier if also applying for a liquor license</i>	Denver Fire Department
<b>Licensed contractors apply for Building and Electrical Permits</b>	Denver Development Services
<b>Ensure all vendors have proper sales tax licenses</b>	Denver Treasury Department
<b>Waste Management Plan</b>	Office of Special Events
<b>Ensure all vendors have proper food service licenses</b>	Department of Public Health and Environment and Excise and License Department

**IMPORTANT: All City requirements must be met and submitted to OSE 5 days before the event setup to receive your OSE Permit.**