

1. Cancellation by the Permit Holder (OTHER than Force Majeure – defined below)

Cancellation requests must be sent by the Permit Holder to the Parks Permit Office (park.permits@denvergov.org)

For cancellation requests received 22 days or more prior to the permit start date:

All permit fees paid, less the non-refundable deposit, will be refunded within 30 business days

For cancellation requests received 21 days or less prior to the permit start date:

No refund will be issued except for electricity and any other hard costs, which will be refunded within 30 business days

2. Cancellation due to Force Majeure (Athletic Field/Court/Tournament Policy Section 12.1 - www.denvergov.org/parkrules)**Force Majeure includes:**

- Inclement weather or other factors which presents potential danger to Attendees or Permittee Workers
- Temporary poor conditions of the Park which will result in further significant damage to the Park if the Event were held
- Damage to the Event Site of Park requiring closure of the Event Site of Park and/or immediate emergency repairs
- A national, regional or local state of emergency
- Closure of the Park; or
- Any reason found to be justifiable by the DPR Executive Director as *Force Majeure*

If the Permit Holder cancels, notice of the cancellation must be immediately provided to Park Staff (provided to the Permit Holder at the initial or pre-event walkthrough). The Permit Holder must also immediately notify the Parks Permit Office (park.permits@denvergov.org or 720.913.0700 (leave a message outside of business hours)).

If Denver Parks and Recreation cancels, the Director of Parks (or his/her designee) will notify the Permit Holder immediately.

Rescheduling and Refunds:

This is addressed in section 12.1 of the Policy and should only be discussed with the Parks Permit Office. If a cancellation occurs, for either reason listed above outside of the Parks Permit Office business hours (Monday – Friday, 8am – 4pm), the Permit Holder will be contacted on the next business day.

If the Permit Holder cancels, the Parks Permit Office will offer available dates/locations to reschedule within the same calendar year. All paid fees will transfer to the rescheduled permit. If the event cannot reschedule within the current calendar year, for whatever reason, 50% of any fees paid, less the non-refundable deposit, will be refunded within 30 business days in addition to a full refund (if no damage reported) of electricity fees and any hard costs not utilized.

If Denver Parks and Recreation cancels, the Parks Permit Office will offer available dates/locations to reschedule within the same calendar year. If the event cannot be rescheduled, for whatever reason, a full refund of all fees paid will be issues within 30 business days.

- If inclement weather has occurred prior to the permit start date, fields will be assessed, and Parks Staff will contact the permit holder to inform of any impacts (such as delayed start, available playing spaces, etc.)
- Play will be allowed to continue during inclement weather, until conditions become unsafe, unplayable, or may result in damage to the fields (as determined by Parks Staff). Parks Staff will then contact the permit holder to convey next steps, which may include cancellation or delay of a return to play. Please see previous page for the cancellation procedure
- Permit holders should always use good judgement when assessing the safety of playing during inclement weather. As such, it is highly recommended that permit holders have their own inclement weather plan in place and distribute to all coaches, parents, participants, and sports officials. Should there be any conflict between a permit holder's plan and this policy/procedure, this one will take precedence