

Event Facility Regulations

The following regulations apply to permits at Central Park Pavilion, Chief Hosa Lodge, City Park Pavilion, Fleming Mansion, Montclair Civic Building, and Washington Park Boathouse.

Payment, Cancellation, and Rescheduling

Payment:

- **\$210** is due at the time of reservation, is **nonrefundable**, and is applied to the total permit fee. If the total permit fee is less than \$210, the difference will be refunded
- A full summary of permit fees can be found on our [website](#). By reserving an Event Facility, you acknowledge that there may be an additional balance due after the deposit is made, and you understand the total cost of the rental
- If you plan to charge admission fees to the attendees, your permit must comply with the [Admission Based Event policy](#). In this case, permit fees are increased

Cancellation:

- Cancellation requests **22 calendar days or more** prior to the permit start date: all fees paid, less the non-refundable deposit, will be refunded
- Cancellation requests **21 calendar days or less** prior to the permit start date: no refund will be issued
- Cancellation requests must be sent in writing to the DPR Events Coordinator, at Thomas.Paszkwicz@denvergov.org

Rescheduling:

- Any changes to your date or location must be requested via email 22 calendar days or more prior to the permit start date
- Permit holders may reschedule their date or change to another Event Facility one time
- The new date is subject to availability, **and the following guidelines apply:**

Chief Hosa Lodge, Fleming Mansion, Montclair Civic Building:

Permit holders may request a different date up to 1 year away from the date of the permit change request and the new reservation will be made for you. Any payments made on the original permit will be applied to the new permit.

If you wish to reschedule to a date more than 1 year away from the date of the change request, you will be able to reserve a new date independently once the booking calendar opens. Any payments made on the original permit will be credited to your online account to use towards the new date. The credit will expire on December 31st of the year of the original permit.

Central Park Pavilion, City Park Pavilion, Washington Park Boathouse:

Permit holders may request a different date within the same calendar year of the original permit and the new reservation will be made for you. Any payments made on the original permit will be applied to the new permit.

If you wish to reschedule to the next calendar year, you will be able to reserve a new date independently once the booking calendar opens. Any payments made on the original permit will be credited to your online account to use towards the new date. The credit will expire on December 31st of the year of the original permit.

Nonprofit Organization Discount

Registered nonprofit organizations may be offered a 50% discount on rental fees for activities benefitting the organization (activities booked on behalf of individuals are excluded)

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Permit Requirements

The following items are required and must be submitted/completed at least 21 days before the permit start date:

- Proof of insurance: Instructions and details will be provided within your confirmation email or can be found [HERE](#). Government agencies, Denver Public Schools, and Colorado colleges and universities may be exempt from this requirement
- A pre-event walkthrough with an Event Facilitator
- All fees paid in full
- Verification of the organization's nonprofit status (for nonprofit activities only)

Hours of Operation

- City Park Pavilion and Washington Park Boathouse are permitted at a set fee and have a 4-hour minimum and 9-hour maximum. You may select a rental block within the following timeframe:
 - **City Park Pavilion:** 2:00pm – 11:00pm
 - **Washington Park Boathouse:**
 - Monday – Wednesday:* 7:00am – 11:00pm
 - Thursday:* Unavailable
 - Friday and Saturday:* 7:00am – 11:00pm
 - Sunday:* 2:00pm – 11:00pm
- **Central Park Pavilion, Chief Hosa Lodge, and Fleming Mansion** have an hourly fee and have a 4-hour minimum and 9-hour maximum. You may select a rental block within the hours of 7:00am – 11:00pm
- **Montclair Civic Building** has an hourly fee and a 4-hour minimum and 9-hour maximum between the hours of:
 - *Sunday, Monday, Friday, Saturday:* 7:00am – 10:00pm
 - *Tuesday, Wednesday, Thursday:* 5:00pm – 10:00pm
- **Deliveries and pickups of any equipment (including rentals) must be completed within the hours of the permit**
- Exceeding the permitted time (including cleaning not completed by the permit end time) may result in fees of \$200/hour, starting 15 minutes past the permit end time (1-hour minimum)

Set-up and Clean-up

- Permit holder is responsible for all set-up and clean-up independently. Cleaning supplies are available. Event Facilities must be returned in the same condition as received. The Event Facilitator will perform an inspection before and after to assess any damage or additional cleaning that is needed
- Set-up and clean-up must be completed within the hours of the permit
- Personal items, rental equipment, decorations, etc. may not be stored overnight or outside of the permitted times

Damage:

- Heavy objects shouldn't be dragged across the floor and items must be placed gently
- All furniture, especially chairs and table legs, must have intact rubber (or other soft, resilient material) boots or tips
- Only dollies/carts with rubber tires may be used. Metal wheels of any kind are prohibited

In the event of damage to the facility or equipment, the permit holder will be invoiced at the following rates:

- Repair or damage to facility or equipment: \$50/hour/person (labor) plus parts and equipment, as applicable
- Replacement of equipment: full value of replacement
- Power washing: full cost of service

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Alcoholic Beverage Service and/or Sale

- A certified bartender who is not a guest of the event is required for the service of alcoholic beverages. A copy of their certification and government issued ID will be reviewed on the day of the event by the Event Facilitator before alcohol service will be allowed. Acceptable credentials are: TIPS card, ServSafe credential, or a certificate of completion from a bartending school
- If the permit holder wishes to sell alcohol:
 - Permit holder must obtain a Special Event Liquor Permit from the [Department of Excise and Licenses](#)
- Alcohol sales/service must stop 1 hour before the end of the event
- Glass may be used within the Event Facility. No glass may be taken outside into the surrounding park areas. Additionally, alcoholic beverages may not be taken outside of the permitted space

Vehicle Access and Catering

- Vehicle access to public plazas in front of Event Facilities is prohibited. Food trucks and caterers may park in the parking lot or along the road. Driving on the grass is prohibited
- Permit holders may not block off or reserve parking spaces within a parking lot for any reason
- Food trucks must supply their own power. Permit holder must be on site to monitor the food truck arrival and departure to ensure they are parked and set up correctly
- A cooking/prep area for grills is provided adjacent to each Event Facility
- Cooking or raw prep is prohibited indoors

Equipment, Decorations, and Amplified Sound

- Most Event Facilities have tables and chairs available to use. Furniture must remain indoors and not be used outdoors, unless when specified otherwise
- Inventory of tables and chairs may fluctuate, and exact counts are not guaranteed
- Tables and chairs are **not** included at Washington Park Boathouse and must be supplied by the permit holder
- Decorations or components of your event may be subject to approval
- The following items **are prohibited**: Inflatables, rice, birdseed, glitter, confetti, artificial flower petals, and fireworks
- Balloons:
 - **Non-helium balloons** are allowed at Central Park Pavilion, Chief Hosa Lodge, Fleming Mansion, and Montclair Civic Building – inside only. **Helium-filled balloons** are not allowed at any Event Facility
 - **Balloons of any kind** are not allowed at City Park Pavilion and Washington Park Boathouse
- No tape, nails, staples, tacks adhesive of any kind, etc. may be used to affix anything to the walls of the facility. No items may be hung from the ceiling or light fixtures unless there are designated rigging points
- Open flames and portable heaters are prohibited. Chafing dishes and votive or tea light candles enclosed in glass containers are allowed
- Amplified sound must not exceed **55 decibels from the nearest residential property line** to the Event Facility and must end no later than one hour before the permit ends
- Permit holder is responsible for providing all equipment and supplies (dishes, silverware, linens, etc.) that are to be used, except when specified otherwise
- Special or unique equipment must be reviewed and approved

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Boundaries and Public/Shared Spaces:

- Setup is limited to the specific boundaries of the permitted area. A detailed outline of the boundaries will be provided within your confirmation email
- A Special Occasion site (designated grass-area adjacent to certain Event Facilities) may be added to your permit for an additional fee. These sites are not automatically included with an Event Facility permit and must be requested via email. Permitting a Special Occasion site does not increase the capacity of the Event Facility
- Plazas, walkways, roads, and parking lots are shared with the public. Blocking public access to these areas is prohibited
- Public restrooms may be used by permit holders and guests. The status of public restrooms isn't guaranteed. Private restrooms within the Event Facility are maintained by the Event Facilitators
- The condition of park grass, flower beds, playgrounds, and water features (including splash pads and decorative fountains) is not guaranteed
- Permit holder agrees to all Event Facility regulations and all [park use rules](#) and regulations by accepting an approved permit

Other Important Information

- Permit holder is responsible for the actions of their guests and vendors, including those doing setup and cleanup
- Smoking is prohibited inside any Event Facility
- **City Park Pavilion** and **Washington Park Boathouse** are open-air structures. Temporary sidewalls are prohibited. No refunds will be given for cancellations by the permit holder due to inclement weather. Permit holders are strongly encouraged to incorporate a contingency for inclement weather into their plans, especially during the spring and fall seasons
- Permit holder acknowledges and understands that all change requests on the permit, including the date or hours must be communicated in writing to the DPR Events Coordinator, at Thomas.Paszkievicz@denvergov.org, no less than **21 calendar days** prior to the permit start date and may or may not be accommodated
- Permit holder is responsible for informing all guests and vendors vendors and guests of the specific terms of the permit and ensuring that participants follow all park use rules and regulations