

Event Facility Regulations

The following regulations apply to all permits at Central Park Pavilion, Chief Hosa Lodge, City Park Pavilion, Fleming Mansion, Montclair Civic Building, and Washington Park Boathouse. Any exceptions will be stated in the approved permit.

Payment, Cancellation, and Rescheduling

Payment:

- **\$210** is due at the time of reservation and 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 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. Additional details will be provided upon booking

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.Paszkievicz@denvergov.org

Rescheduling:

- Any changes to your date must be submitted via email and requested 22 calendar days or prior to the permit start date
- Permit holders may reschedule their date once
- The new date is subject to availability, and the following guidelines apply:

Fleming Mansion, Chief Hosa Lodge, Montclair Civic Building:

Permit holders may select a different date up to 1 year away from the date of **request**. Any original deposit money paid will be carried over to the new date

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

Permit holders may select a different date within the same calendar year of the current permit start date. If rescheduling to the next calendar year is desired, then you will need to book a new reservation online on or after November 1st of the current year, and another deposit must be paid. Any original deposit money paid may be used as an account credit towards the new date.

501(c)(3) Nonprofit Organization Discount

Registered 501(c)(3) nonprofit organizations may be offered a 50% discount on rental fees for activities benefitting the organization (activities booked on behalf of individuals and other nonprofit categories are excluded).

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Permit Requirements

The following items are required and must be submitted/complete 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](#)
- A pre-event walkthrough with an Event Facilitator is required, typically 30-45 days before the permit start date
- All fees paid in full
- Verification of the organization's 501(c)(3) 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 7:00 am – 11:00pm
- Montclair Civic Building has an hourly fee and a 4-hour minimum and 9-hour maximum
 - *Sunday, Monday, Friday, Saturday: 7:00am – 10:00pm*
 - *Tuesday, Wednesday, Thursday: 5:00pm – 10:00pm*
- All setup and cleanup (including delivery and pickup of rental equipment) must be completed within the hours of the permit

Cleaning and Damage

- Permit holder is responsible for all setup and cleanup. Cleaning supplies are available to permit holder. 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. Setup and cleanup must be completed within the permitted time
- No personal items, rental equipment, decorations, etc. may be stored overnight or outside of the permitted times
- Do not drag heavy objects on the floor. Boxes, equipment, cases, podiums, kegs, and furniture must be carried across the floor and placed gently
- All furniture, especially chairs and table legs, must have intact rubber (or other soft, resilient material) boots or tips
- Only dollies with rubber tires can be used. Metal wheels of any kind are prohibited

In the event of damage to the facility or equipment, activities running past the permitted time, or the necessity of additional cleaning after the permit time has ended, the permit holder will be invoiced at the following rates:

- Exceeding the permitted time (including cleaning not completed by the permit end time):
\$200/hour, starting 15 minutes past the permit end time (1-hour minimum)
- 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/Sale

- A certified bartender who is not a guest of the event is required for serving/selling 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 any alcohol service or sale 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 is not allowed in any Denver Park. Event Facilities have been exempted from this regulation, but no glass may be taken outside into the surrounding parks. Additionally, alcoholic beverages may not be taken outside of the permitted space under any circumstances

Vehicle Access and Catering

- Vehicle access to public plazas in front of Event Facilities is **prohibited at all times**. Food trucks and caterers may park in the parking lot. Driving on the grass is prohibited
- 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
- Permit holders may not block off or reserve parking spaces within a parking lot for any reason

Equipment, Decorations, and Amplified Sound

- Certain 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 can 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
- Setup is limited to the specific boundaries of your permitted area. A detailed outline of your boundaries will be provided with your confirmation email
- 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, coffee makers/filters, linens, etc.) that are to be used, except when specified otherwise

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Other Important Information

- Permit holder is responsible for the actions of their guests and vendors, including those doing setup and cleanup
- The condition of park playgrounds and water features, including splash pads and decorative fountains, is not guaranteed
- 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.Paszkwicz@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 vendors and guests of the specific terms of the permit and ensuring that participants follow all park use rules and regulations
- Permit holder agrees to all Event Facility regulations and all [park use rules](#) and regulations by accepting an approved permit