

## Event Logistics Review (ELR) Guide for Park Permits

This guide contains links to the Regional Park Guides for commonly permitted parks, information regarding general park rules, links to helpful maps, and instructions for completing the **Event Logistics Review (ELR) Form** if necessary. Please refer to the Park Permit Requirements (REQs) Checklist you received from the Parks Permit Office to verify requirements for your park permit.

### Regional Park Guides

---

If your event is taking place at one of the parks listed below, please click to view the Regional Park Guide which details general rules and information, available resources (like power and water), rental placement (such as portable toilets and dumpsters), vehicular access and parking by permitted space, and additional maps.

#### CENTRAL PARK



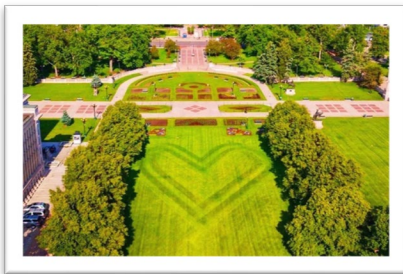
#### CHEESMAN PARK



#### CITY PARK



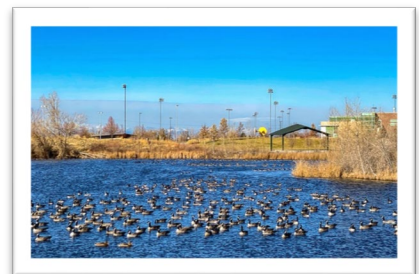
#### CIVIC CENTER PARK



#### GREAT LAWN PARK



#### PARKFIELD PARK



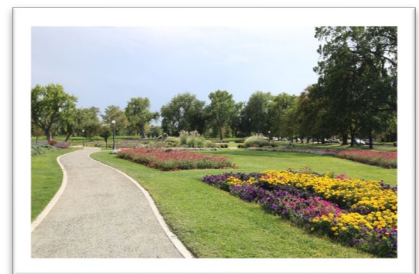
#### RUBY HILL PARK



#### SLOAN'S LAKE PARK



#### WASHINGTON PARK



# General Park Rules & Information

---

Visit [Denver Parks and Recreation's \(DPR\) Rules and Regulations](#) for a comprehensive list of all rules and regs which events are expected to comply with unless otherwise approved:

- **No Driving or Parking on Grass**: Motorized vehicles must remain in authorized areas and can never drive on grass or restricted roadways unless otherwise approved. Driving or parking in unauthorized areas may result in towing or ticketing at an owner's expense as well as a permit policy violation and/or administrative citation.
- **6" Staking in Grass**: At some parks, staking into grass up to a 6-inch depth is allowed, but no further, in order to protect irrigation systems. Alternatives to securing items are weights, water barrels, sandbags, etc.
  - **Staking of any depth is strictly prohibited at Civic Center Park and Ruby Hill Park. Please reference your specific park guide for more information.**
- **Food & Beverage**: Food trucks and food prep areas must be staged on hardscape and have proper materials under cookers, grills, and grease pans to avoid stains. Events should consider how to completely clean a park from any food or beverage debris; power washing may be necessary.
- **Marking a Park**: Any use of temporary chalk or water-soluble paint to mark a course or event space must be approved (permanent paint is prohibited). Allowable paint is typically **white** ground marking paint and can only go on grass. Chalk can only go on sidewalks or pavement and should be washed away at the conclusion of the event. Examples of acceptable alternatives are flags, cones, or signage.
- **Prohibited Items**: Balloons, confetti, glass bottles/containers, and open flames such as sparklers, candles, or fireworks are prohibited. Events should consider avoiding anything that could potentially litter a park. Weddings must use real flower petals (not synthetic ones) down an aisle.
- **Inflatables (Public Events Only)**: Inflatable structures for human use (like bounce castles) are only permissible under public event permit types and prohibited under all other permit types. Desired placement of all inflatable objects must be reflected on site diagrams and are subject to approval. Inflatable furnishings at public events (such as arches for start/finish areas at races) are allowed.
- **Electricity**: Electricity is available in some parks and permitted spaces, refer to the Park Specific Guides for more information. There is \$9.25 per hour fee for electrical usage. Electrical functionality is never guaranteed, so backup plans are always recommended; in the rare case that electricity fails during an event, contact the Parks Permit Office to request a refund.
- **Generators**: Refer to [OSE's Special Events Planning Guide](#) for generator information and required permits. Generators with outputs of 5kW or more require grounding. Completing locates through [Colorado 811](#) is required for grounding rods and locations must be included on Site Diagrams. Some parks have existing grounding rods in place, refer to the Park Specific Guides for more information. All generator and grounding rod locations are subject to approval.
- **Signage & Decor**: Nothing is allowed to be attached to park structures or vegetation to protect infrastructure and horticulture. All elements such as signage and decor must be free standing.

- **Protection of Park Horticulture and Amenities:** In some cases, events may be required to provide protection to park horticulture or amenities, such as fencing around flower beds. Please refer to your park specific guide for more details.
- **Fountains and Flowers:** Flowers are typically in place by the beginning of June and removed in the beginning of October. Fountains usually operate around Memorial Day to Labor Day. Flowers and fountains may be dependent upon weather, staffing levels, and operational functionality.
- **Parking Lots at Denver Public Schools (DPS):** Events that wish to use school parking lots must reserve them directly through Denver Public Schools. Contact DPS at 720-423-4087 or visit <https://facilities.dpsk12.org/communityuse/> to apply for use of school parking lots.

## Helpful Maps

---

- **Park Maps and Permittable Spaces:** Use [Find a Park](#) to type and search the park your permit is taking place at for a map of that park and be sure to refer to the [Permittable Spaces](#).
- **Park Road and Parking Lot Closure Maps:** In 2020, roads and parking lots in various parks closed to provide more space for recreation. Review [Denver Parks Road Closure Maps](#) for more information about navigating these closures as it relates to your park permit (for Cheesman Park, City Park, La Alma / Lincoln Park, Ruby Hill Park, Sloan’s Lake Park, and Washington Park).
- **Park Loop (Roadway, Pathway, and Trail) Maps:** The [Park Loop Maps](#) detail the distances of loops around roadways, pathways, and trails in parks and may be helpful to events by answering questions such as, “What is the distance of the roadway at City Park?” or “What is the distance of the loop around Sloan’s Lake?”
- **Picnic Site Maps:** Some permittable spaces include picnic sites, such as the Diagonal at Washington Park. Refer to the [Picnic Site Inventory List](#) to view maps of picnic sites.

## Event Logistics Review (ELR) Form

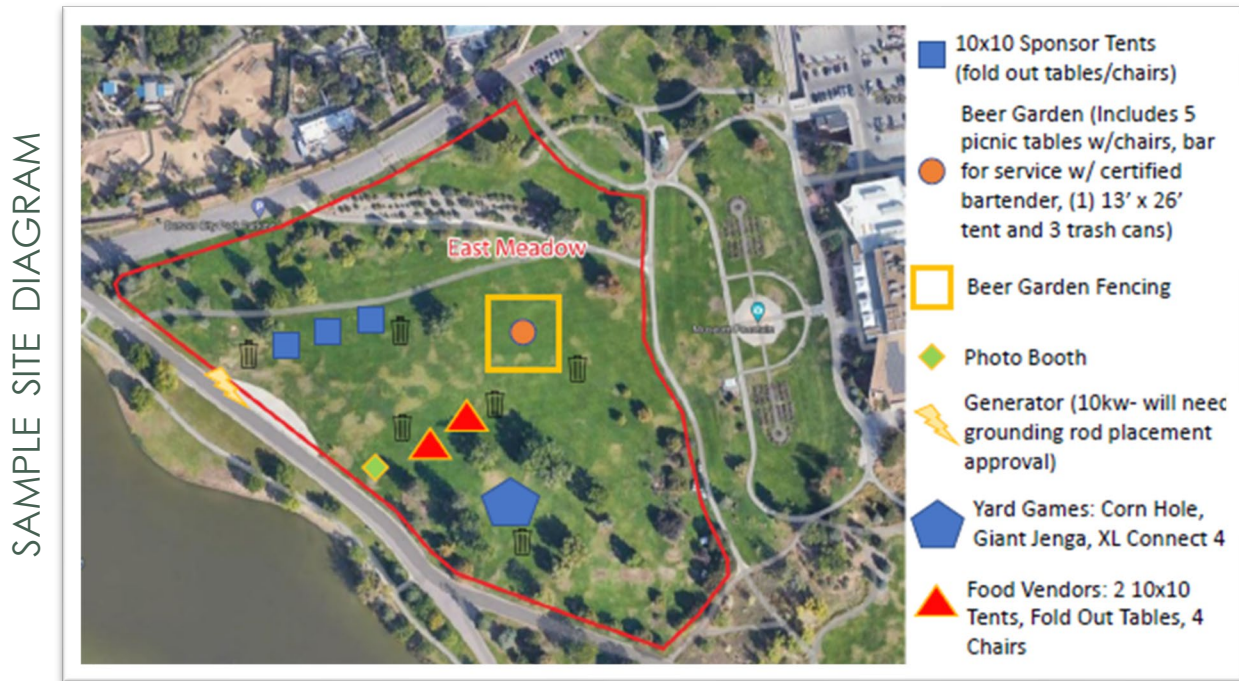
---

The **Event Logistics Review (ELR) Form** will be linked on your REQs Checklist from the Parks Permit Office and includes all or some of the categories listed below. Please complete all sections in their entirety; incomplete information will result in the request to resubmit the ELR Form. Once submitted, you will be contacted regarding any necessary revisions which may require meeting to review everything in detail either virtually and/or in-person at the park. All items are subject to review and approval.

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1. General Event Information      | 7. Power Plan                     |
| 2. Review Preliminary Park Permit | 8. Restroom Plan                  |
| 3. Timeline                       | 9. Waste Management Plan          |
| 4. Site Diagrams                  | 10. Cleaning Plan                 |
| 5. Load-in & Load-out Plans       | 11. Water Usage Requests          |
| 6. Parking Plan                   | 12. Other Items on REQs Checklist |

# Site Diagrams

Site diagrams must show all elements of an event including all infrastructure being brought onto park property. Events are given freedom in creating diagram(s) as long as they include all permitted spaces and clearly label all items. It's highly encouraged to visit parks in person. Refer to the Site Plan Guidelines in the [Special Event Planning Guide](#) (see Section IV.A) from the Office of Special Events (OSE) for a comprehensive list of elements to include on diagrams.



## Who to Contact?

Contact the [Parks Permit Office](#) for help with:

- Your Park Permit, fees, and items on your REQs Checklist

Contact [EventLogisticsReview@denvergov.org](mailto:EventLogisticsReview@denvergov.org) for help with:

- On-site plans and logistics, requesting walkthroughs, and restoration of park conditions

Contact [Park Rangers via 311](#) for help with:

- Day-of event support at a park by calling (720) 913-1311

**Denver's Office of Special Events (OSE):** The mission of OSE is to help guide event organizers through the City's permitting processes. OSE's team of event liaisons are available to help organizers work with multiple departments and agencies in the City of Denver, to provide expertise regarding city processes, and to ensure events are safe and compliant. Typically, only public events work with OSE.

- [Click here to see if your event requires an Office of Special Events Permit \(OSEP\)](#)
- [Click here for the Special Event Planning Guide from OSE](#)

# Restoring Park Conditions and Potential Permit Policy Violations and/or Administrative Citations

---

The permittee is responsible for any costs associated with restoring the condition of a park and permitted spaces from any impacts of an event, including the cost to repair or replace any damage or impacts to park property. Failure to adequately clean parks and permitted spaces can also incur costs and potential permit policy violations and/or administrative citations.

A few common **examples** of charges include:

- Replacing damaged turf with new sod
- Repairing broken irrigation parts
- Power washing stains from food and beverage waste
- Removal of remaining trash and litter

A few common **examples** of violations include:

- Negligence of park rules such as driving on grass
- Failure to adequately control traffic or vehicular access
- Failure to remove items within permitted timeframes, such as portable toilets

Staff time spent cleaning, repairing/replacing items, or rectifying negligent actions will result in labor fees as well as costs for materials. Permittees will be notified of issues or damages and the charges associated with such along with corresponding permit policy violations and/or administrative citations.

Refer to the bottom of your REQs Checklist for links to policies and other resources.