



**DENVER**  
THE MILE HIGH CITY

Proposal to add the  
Office of Special Events (OSE)  
to the  
Denver Revised Municipal Code

# OSE Ordinance Proposal

- Creating the Office of Special Events to coordinate for events on public property and mitigate impacts to neighborhoods and businesses
- Allowing for issuance and enforcement of a special event permit
- Authorizing the adoption of Rules and Regulations to govern special events
- Moving the oversight of film permits to this new code section

# Why Now?

Denver's Growing Event Profile

National Industry Standard

Increased Need for Safety Compliance

# OSE Ordinance and Permit Impacts

- Secures OSE as a City agency with dedicated staff that serve event organizers, other city agencies and the community
- Enables the agency to issue a special event permit and collect an application processing fee
- Supports safer and more compliant events
- Provides big picture oversight
- Improves City workflow; maximizing efficiencies
- Closes Critical Accountability Gaps
  - Community Notifications
  - Emergency Action Plans
- Allows for a more sustainable business model

# Proposed Fees

## to be established in the Rules and Regulations

### Application Processing Fee

- \$25 - \$250 based on daily event attendance
- Helps offset related city costs
- Limits the number of applications submitted for events that don't materialize – conserving City staff time/resources



### Late Application Fee

- Equal to double the application fee to expedite processing
- Encourages timely submissions which supports thorough reviews that promote event safety

### Administrative Fee

- Equal to double the application fee for late submission of permit requirements
- Encourages timely submission of all supporting documentation

# Application Processing Fee

Application processing fee will not go into effect until September 2022 for events occurring in 2023, allowing time for:

- education about cost and process changes
- organizers to plan for budget impacts
- financial recovery from COVID

Event budget increase for city-related expenses expected to range from .005% for large events and .06% for small events.

Application fee waivers or discounts for qualifying events  
OSE is working with the Office of Social Equity and Innovation and the City Attorney's Office to identify and address any potential barriers related to the application process and processing fee

# Communications and Outreach

## Event Organizer Outreach

- Regular update emails
- Feedback surveys
- Virtual Town Hall and Q&A
- Presentation at Annual Special Events Forum

## General Public Outreach

- Emails to RNOs/BIDs
- Newsletter articles

# Summary of Event Organizer Feedback

- Do not welcome more fees, but value a centralized City process and OSE service and support
- Implementation timeline is fair and appreciate the delayed charge of permit application fee
- Minority of organizers with a long history of producing events in Denver prefer working directly with multiple agencies as was custom when there were fewer events in the city



## Next Steps

- **August 10**, Mayor-Council
- **August 16**, First reading at the City Council meeting
- **August 23**, Second reading at the City Council meeting
- **August 2021**, announcement and information shared with Event Organizers
- **September 1, 2021** – permit goes into effect
- **September 2021 – September 2022**, in-depth, individualized education of Event Organizers about upcoming changes
- **September 2022**, begin charging related fees



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**Questions?**

