

# Denver Parks & Recreation Overview of Public Event Policy

## Policy Overview

The purpose of the Public Event Policy is to establish an effective mechanism for allowing outdoor public events in Denver parks while safeguarding the parks and the rights of park patrons to access and use the parks. The Public Event Policy sets forth the procedures, requirements, restrictions, conditions and rules and regulations under which outdoor public events may be scheduled and held within Denver parks.

The Event Policy has eight (8) sections, which are listed below with brief information and highlights of each section. Please reference the Public Event Policy in its entirety for more detailed information.

### **I. Purpose, Authority, Enforcement and Interpretation (p. 5)**

This section describes the purpose of the Public Event Policy, the authority of Denver Parks and Recreation (DPR) to implement and enforce the Public Event Policy, establish rules and regulations, collect fees and enforce any violations. DPR may issue administrative citations for any violations to the Public Event Policy and related rules and regulations, collect fines, conduct appeals, suspend or revoke permits and add additional permit requirements.

### **II. Definitions and Acronyms (p. 7)**

This section defines terms, phrases and acronyms used in the Public Event Policy.

### **III. General Provisions and Review Criteria (p. 12)**

This section indicates when a permit is required for a public event, who the Public Event Policy applies to and which facilities are excluded from the policy. This section also defines priority use, event sites and carrying capacities, how exceptional uses and extraordinary events are managed, special rules and blackout dates, permit fees, involvement with other City agencies and disability laws.

#### ***Highlights:***

- Defines priority use (*city council will be asked to update the current ordinance on priority use soon*)
- Defines qualifications and limits of priority events and explains conflict resolution regarding priority status and maintaining status
  - Priority events maintain priority over all other events being proposed for the same park and the same date/weekend/holiday. The policy stipulates that events that have earned priority status by December 31, 2016 will retain such status. Any new

events or events that had not yet earned priority status by December 31, 2016 will now need to hold the same event at the same park on the same date/weekend/holiday for three (3) consecutive years to earn priority status.

- Highlights general parameters of event sites within certain parks and carrying capacities of the event sites
- Describes how requests for exceptional uses and extraordinary events are managed
- Indicates that public events must obtain all other required City permits, licenses and permissions as well as any other regulatory approvals from other entities, and adhere to disability laws

#### **IV. Application and Pending Permit Approval (p. 20)**

This section highlights the application requirements, permit process and rejection. It defines the qualifications parameters of applicants, deadlines for priority and non-priority events, permit review process and reasons for denial of permit. It also includes indemnification and affirmation clause.

##### ***Highlights:***

- Defines application process and reasons for rejection
  - Defines qualification parameters and requirements of “individual applicant”, “entity applicant” and “entity representative”
  - Explains non-profit discount on permit fees for Denver Registered Neighborhood Organizations
  - Indicates application submission timeline/deadline for priority public events and non-priority public events
  - Describes conflict resolution for priority public events held in observance of a holiday
  - Defines pending permit process, reasons for denial and notification
- Examples of why permits are denied can included: the applicant has been cited, ticketed, fined or arrested for a violation of applicable law related to a prior event which cannot be rectified/resolved within time frame noted; recommendation by another involved City agency; the applicant owes money to the City for prior damage to a park or other City property resulting from or related to an event; and/or the applicant has substantial (\$500.00 or more) unpaid and delinquent debt to the City which cannot be rectified/resolved within the time frame noted.
- Includes indemnification and affirmation clause

#### **V. Event Permit Approval (p. 26)**

This section reviews the detailed requirements to obtain event permit approval. This includes deadlines, coordination with other City agencies, other needed permits or licenses, site diagrams, support facilities, power and heat, security, security for alcohol sales/service, various other plans as required, on site walkthroughs, insurance, security deposit, and the issuance of the event permit.

***Highlights:***

- Indicates requirement deadline
- Indicates procedure for submitting permit amendment requests
- Details permit requirements
- Allows DPR to impose special rules, terms, or conditions to the permit
- Details insurance requirements for permit holders
- Defines event permit approval process, and reasons for denial

**VI. Event Requirements (p. 37)**

Detailed in this section are the specific requirements of an approved event for the duration of the permit. Included are requirements for onsite contact, pre/post event walkthroughs, hours of event operation, public outreach and notification, cleaning and repairs, requirements and restrictions for alcohol sales and service, food and beverage sales and service, goods and services vending, electronics, animal shows, parades and races/walks, admission-based events, exceptional uses, signs/banners, amplified sound, motorized vehicles. In addition, other City agency requirements and special restrictions in parks are addressed.

***Highlights:***

- Indicates permittee representative must be identified and available 24 hours per day for the duration of the permit
- Indicates pre/post event walkthrough process as well as permittee's responsibility for repair and replacement related to damage
- Establishes public event hours of operation
- Enables DPR to require public outreach and notification
- Enables DPR to require the cleaning of all park permitted areas as well as other City-owned property impacted by the public event
- Requires adherence to existing alcohol policy, admission-based event policy, park rules and regulations, City noise ordinance, City traffic laws, and all other City regulatory rules, regulations, restrictions, permits, licenses, etc.
- Enables DPR to place special requirements and/or restrictions on specific parks

**VII. Park Use Rules and Regulations – Compliance and Enforcement (p. 46)**

This section sites the need of permittee to adhere to various rules and regulations, such as general park rules and regulations, permit compliance, curfew, closed or restricted park areas and restriction or prohibition on uses and activities. It defines enforcement authority.

***Highlights:***

- Indicates permittee is responsible for the conduct and control of permittee workers, agents, representatives and attendees to the event and compliance with all relevant rules and regulations

- Highlights that park curfew (11pm through 5am every day) and ordinance curfew for juveniles applies to all attendees of a Public Event
- Indicates enforcement may be done via tickets issued by the Denver Police Department, by administrative citations issued by DPR Park Rangers, and in accordance with Section 8 of this Event Policy including all specified fines and penalties

### **VIII. Miscellaneous Legal Provisions (p. 48)**

The last section of the Public Event Policy details the permittee’s responsibilities and liabilities, the appeal process, fines and penalties associated with violations and enforcement and describes instances for the cancellation of an event. It also highlights other issues, such as, alcohol beverage suspension, admission-based events, seat tax, right of the public, non-discrimination requirements, liability, taxes and liens, and governmental immunity.

#### ***Highlights:***

- Details the appeal process regarding the denial, rescission, suspension or revocation of a permit at any stage of the permit process
- Describes instances when an event permit is cancelled by the permittee and/or by DPR as well as the process for rescheduling events
- Enables DPR to enforce any violations by the permittee
- Indicates fines/penalties associated with violations (for violations of DPR/other City agency regulations):
  - prior to event permit approval
  - administrative violations
  - violations caused by the permittee after the issuance of the event permit
  - violations caused by permittee workers after the issuance of the event permit
- Describes the violation appeal process
- Explains a series of other restrictions, such as alcohol beverage suspension, admission-based events, seat tax, right of the public, non-discrimination requirements, liability, taxes and liens, copyright and trademarks, and governmental immunity