



**DENVER**  
THE MILE HIGH CITY

# Office of Special Events (OSE)



## 7 FT Staff Members

- Executive/Administrative = 3
- Communications/Community Outreach = 1
- Event Permitting Specialists = 3

## Focus Areas

Supports and permits:

- Public events on public property
- Film productions and photo shoots on public property

Produces annual Light the Lights celebration

Coordinates extraordinary events

- 2022 Colorado Avalanche Stanley Cup Championship Parade and Rally
- 2021 MLB All Star Week



- 1. Event Organizers:** help navigate City-wide event application and permitting processes
- 2. City Agencies:** drive internal coordination and communications
- 3. Residents, RNOS, Businesses and BIDs:** oversee event notification requirements and facilitates good neighbor discussions and agreements

Supports all event organizers who want to hold events that are:

- Open to the public
- Held on public property
- Temporary in nature
- Require support/permits from more than one City agency

# From Farmers Markets to 3-Day Music Festivals



Community Notifications are **REQUIRED** for OSEP

Event notification flyer must be reviewed and approved by OSE

Notifications emailed **45 days AND 1 week** before event to:

- RNOs and BIDs
- City Council Office(s)
- DPD District Contacts

**Notification hand delivered** to residents and businesses next to and extending 1 city block from route/venue for events with road closures and/or >5,000 attendees

**RNOs and City Council Offices are key partners in the notification process. THANK YOU FOR YOUR HELP!**

## August 2021

OSE was added to the City and County of Denver ordinance

## January 1, 2022

Public events held on public property are **REQUIRED** to obtain an Office of Special Event Permit (OSEP)

## November 1, 2022

OSEP Application, Rush and Late Fees charged for 2023 events

## OSEP Application Processing Fee

- \$25 - \$250 based on total daily attendance

## Rush Fee

- If OSEP application is submitted 59 days or less before first event date
- Equal to the application processing fee
- **Encourages timely submissions which supports thorough reviews that promote event safety**

## Late Fee

- If any City requirements are not completed by 5 business days before first event date
- Equal to the application processing fee
- **Encourages timely submission of all supporting documentation**



<b>Total Number of Daily Attendees</b>	<b>Fee</b>
1-350	\$25
351-3,000	\$75
3,001-10,000	\$150
10,001+	\$250

Only one OSEP Application Processing Fee is charged per year for multi-day and recurring events (e.g., farmer's markets, multi-day festivals).

OSEP Application Processing Fees will be waived in full for small, community events that meet ALL of the following three criteria:

1. The **host organization** of the event **provides ongoing direct charitable, development or community support services to the neighborhood in which the event is being held, separate from the event itself.**
2. The **host organization is a non-profit**, registered and in good standing with the Colorado Secretary of State's Office **OR is a Registered Neighborhood Organization** with the City and County of Denver (CCD) (does *not* include Business Improvement Districts (BIDs)).
3. The event has an estimated daily total **attendance of 3,000 or fewer.**

- Requests for OSEP fee waivers will be submitted through the OSEP online application
- Fee waivers apply to OSEP Application Processing Fees only – not other CCD agency fees
- RUSH and LATE fees still apply
- Event organizers with waived fees are still accountable for meeting all applicable CCD requirements



## OSE Website

- Event Planning Guide and other resources in English and Spanish
- OSE Event Calendar

## Monthly Newsletter

- Put your email address in the chat to sign up

## Facebook

- Support notification efforts

[DenverGov.org/SpecialEvents](https://denvergov.org/SpecialEvents)



### Special Events

These Special Event Guidelines will help event organizers understand, navigate and comply with the City and County of Denver's permitting processes.



### Film and Photography

Does your film or photo shoot require a film permit? Find information, resources and submit applications.



### Special Event Calendar

See what festivals, community events, markets, runs and rides are happening in neighborhoods throughout the Mile High City.



### News and Updates

Find important updates for event organizers, film producers and photographers as well as important event-related news for residents and businesses.



### Education Programs and Resources

A collection of OSE education program recordings and resources for event organizers, film producers and photographers.



### Contact Us

Contact Form to request information and support with special events, film productions, photo shoots and CORA requests.

## Communications and Outreach Officer

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**Questions?**

