



Democratic National Convention  
August 25– August 28, 2008



DENVER  
THE MILE HIGH CITY

**Extraordinary Event 2008** 8/15-8/31

- Introduction
- Boundary Map
- 1 & 1a Permit Process
- 2 & 2a Request Forms
- 3 & 3a Request Forms – Park Sites & Permits & Licenses
- 4 Calendar
- Denver City Departments**
- 5 & a,b,c Parks & Recreation
- 6 & 6a Public Works
- 7 Denver Police Dept.
- 8&a,b,c,d Excise & Licenses
- 9&9a Environmental Health/Public Health Inspection
- 10&a,b Denver Fire Dept.
- 11 & 11a Community Planning & Development
- 12 Film & Television
- 13 Other: Downtown Denver BID  
Commons Park  
Centennial Gardens  
Colorado State Capitol  
City & County of Denver
- Declaration of Extraordinary Event

The **Extraordinary Event 2008 Application Process** pertains to required permits and licenses located within the designated boundary area from **August 15 thru August 31, 2008.** Refer to Denver Permits & Licenses (3 & 3a) and Boundary Map.

**General Information**

- Permits and licenses issued by the City & County of Denver are non-transferable.
- Requests for permits and licenses outside the boundaries will follow the standard City procedures
- Organizations or individuals may submit requests for more than one park site or parade route date and/or times.
- If a request involves a desire for multiple days or times in the same location, requests must be submitted for each requested day and the lottery process will determine the outcome.
- If the selected applicant (determined by lottery) decides: A) not to continue with the application process or B) fails to abide by the necessary application requirements (submission dates, etc) their application will be rescinded and an alternate notified.
- **The last day to submit a request form and apply for the Extraordinary Event 2008 will be Monday, August 11, 2008.**

**Note:** It is important to read instructions and completely fill out and submit necessary forms to prevent delays.

**Step 1 Extraordinary Event 2008 Request Form(s)** Complete and submit forms on page 2, 2a, 3 & 3a. These forms are required for all permit & license requests. **Note:** Refer to the individual department permit descriptions for details pertaining to the application process.

**Step 2 Submit Request Forms: Fax (720-865-4315) or email DNC2008permits@denvergov.org** your completed forms. A confirmation will be sent to acknowledge that the request has been received. All requests will be given a 'tracking' number which must be included on all correspondence.

**Step 3 Request Review** Completed requests will be reviewed by the Extraordinary Event Permit and License Review Committee, composed of senior representatives of city agencies who have the responsibility of reviewing and guiding the application process. **Acceptance or denial notices will be sent within 5 business days of submission.**

**Step 4 Accepted Requests** Upon notification of acceptance, information will be provided including confirmation of required permits or licenses, application links, and information about the application process - including submission deadlines. **Note:** If multiple requests are received for the same time, date and location, a lottery will occur. See Lottery Procedure below

**Step 5 Application Process** After the request is accepted, and a lottery held if necessary, the applicant will complete all necessary application forms and submit them to: **Attn: Kevin Scott at fax 720-865-4315 or email DNC2008permits@Denvergov.org.** Please refer to all necessary application guidelines including submission dates for each particular license or permit. **The Review Committee will review all applications and notify the applicant within five (5) business days of the decision.**

**Step 6 Extraordinary Event 2008 Permit** After all necessary permits have been approved, and fees paid, an Extraordinary Event 2008 Permit will be issued. This document agreement, signed by the applicant, acknowledges that all necessary permits have been approved and that conditions of the permit will be followed. This signed permit will be issued within three(3) business days.

**2008 Denver Permit Information:**  
[www.denvergov.org/DNC2008](http://www.denvergov.org/DNC2008)  
**Contact:**  
 Kevin Scott- DNC2008 Permit Liaison  
 Email [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org)  
 Tele: 720-865-4330 Fax: 720-865-4315



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**Extraordinary Event Application Process (continued)**

**Permit**

- Submitted **Extraordinary Event Permit and License Request Forms** will be accepted from **March 3—August 11, 2008.**
- To be considered for the anticipated March 18 lottery for park sites, requests must be received by 5:00pm on 3/14
- If more than one permit request or license request is submitted for a park, parade route, street location, etc. for the same time, date and location, within the Extraordinary Event boundaries and from August 15-August 30, then a lottery will be held to determine an applicant.
- A transparent blind lottery with impartial oversight will be held.
- Individuals or representatives indicated on the request form are not required to be present during the lottery, but are welcome to attend.
- It is anticipated that Parks and Recreation facilities and Parade requests will necessitate a lottery.
- **A lottery for Parks & Recreation facilities will take place on Tuesday March 18, in the Wellington E. Webb Municipal Building, 201 W. Colfax Ave. at 1:00pm.**
- A date for an anticipated Parade lottery will be announced when more information about a parade route has been determined. Parade requests will be accepted starting March 3, 2008. When additional information is available, the contact indicated on the request form will be notified.

**Lottery Process**

- If there are multiple requests, those requests will be entered into a drawing.
- One (1) request will be drawn and will be given priority in the application process. Two (2) additional names will be drawn as a second and third alternate. This will occur for each available day/time slot.
- If the initial lottery has been completed and there are sites or times available, requests which have not been awarded a site, including alternates, will enter a second (2nd) lottery. One (1) request will be drawn and they will be contacted and offered the site. Again, two (2) additional names will be drawn as a second and third alternate.
- The remaining requests, after the first and second rounds of the lottery have occurred, will be listed in order of their selection. These requests will be contacted, in order of their selection, and offered the remaining sites. The contacts, determined on the request form, can then choose to accept or not. This process will continue until all sites have been allocated or the entire list of request participants have been contacted.
- If sites are available after the lottery process has occurred, then available sites will be allocated on a first-come-first served basis.

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**Extraordinary Event Permit & License Request Form**

Step 1 Complete all pertinent information on request forms page **2, 2a, 3, 3a**

Step 2 Submit the completed forms to Kevin Scott by email: [DNC2008permits@Denvergov.org](mailto:DNC2008permits@Denvergov.org) or by fax:

**Attn. Kevin Scott 720-865- 4315.** You will be notified upon receipt of your request.

**Note:** Particular permits may not be acted upon at this time due to security and safety concerns. It is advised that all necessary Request Forms be submitted and as information becomes available, the contact indicated on the request form will be notified and provided with updated information.

**Name of event/request:** \_\_\_\_\_

Organization/Individual submitting request \_\_\_\_\_

Address of organization/Individual \_\_\_\_\_

Web address of organization \_\_\_\_\_

Not for profit? \_\_\_Yes \_\_\_No If yes, indicate state and ID number \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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**Extraordinary Event Permit & License Request Form (con't)**

Name of Event/Request: \_\_\_\_\_

Describe Event/Request: \_\_\_\_\_

Requested date(s) \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_ Open to the Public \_\_\_ Yes \_\_\_ No

Number of anticipated attendees \_\_\_\_\_ Include? \_\_\_ Food \_\_\_ Beverages \_\_\_ Vending \_\_\_ Alcohol

Type of Event: **Street** \_\_\_ Parade \_\_\_ Special Event **Park** \_\_\_ Assembly \_\_\_ Special event \_\_\_ Other: \_\_\_\_\_

**Park - For additional information, see Parks + Recreation - Page 3a, & 5, 5a, 5b, 5c.**


Describe needs: (i.e. power, tents, platforms, cooking, special effects, etc.) (Submit additional information as needed)

**Parade - For additional information, see Denver Police Dept. - Page 7**

(Submit additional information as needed)

Describe needs:

**Designated Parade Route—when determined**

 Check the dates for which you may be interested in organizing a parade.

August 15\_\_ 16\_\_ 17\_\_ 18\_\_ 19\_\_ 20\_\_ 21\_\_ 22\_\_ 23\_\_ 24\_\_ 25\_\_ 26\_\_ 27\_\_ 28\_\_ 29\_\_ 30\_\_ 31\_\_

\_\_\_ Other parade routes (please describe preferred route)

**Other**— Please describe— (Submit additional information as needed— ex. meter request numbers)

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Check areas indicating which permits and licenses you plan to apply and submit applications for. **Note:** Applications for all indicated permits and licenses will be available on March 17th, 2008 on [www.denvergov.org/dnc2008](http://www.denvergov.org/dnc2008). Refer to individual departmental descriptions for a more information.

**Parks & Recreation**

- Festival
- Assembly
- Picnic
- Special Occasion
- Race/Walk
- Athletic Field

**Public Works**

- Street Occupancy
- Meters
- Valet
- Push Cart
- Flower Cart
- Other Vending
- Banners
- Tables Chairs & Railings
- Peddlers (Excise & License)
- Horse Drawn Carriages
- Pedal Cabs
- Sampling

**Denver Police Department**

- Parade
- Special Event

**Denver Fire Department**

- Special Event
- Food Cart
- Tent or Canopy
- Festival
- Open Flame/Candle
- Pyrotechnics
- Increased Occupancy

**Excise & Licenses**

- Food Peddler
- Ice Cream Vendor
- Liquor New Hotel & Restaurant
- New Tavern
- Hotel & Restaurant—Temporary Modifications
- Merchant Guard Individual
- Merchant Guard Company
- Optional Premises permitted areas
- Special Event
- Peddler—Non Food
- Peddler—Sponsor
- Restaurant—Mobile
- Restaurant—Temporary
- Special Event Cabaret
- Taxi Driver
- Limousine Driver

**Community Planning & Development**

- Temporary use permit
- Certificate of Occupancy
- Temporary Buildings or Temporary Use
- Modifications Under Special Circumstances

**Environmental Health/Public Health Inspection**

- Temporary Event
- Mobile Units
- Food Peddlers
- Modification of Premises

**Film & Television**

- Parks
- PW right of Way
- Meters
- Street Occupancy

**Other:**

- Downtown Denver BID
- Colorado State Capitol Grounds
- Centennial Gardens
- Commons Park
- City & County of Denver

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**X - Available for permitting from 9am-6pm only.  
R - Reserved**



# Denver Park Date Request Form



Check requested park areas.

Daily permitted time—9:00 am to 11:00pm

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	Aug 15th	Aug 16th	Aug 17th	Aug 18th	Aug 19th	Aug 20th	Aug 21st	Aug 22nd	Aug 23rd	Aug 24th	Aug 25th	Aug 26th	Aug 27th	Aug 28th	Aug 29th	Aug 30th	Aug 31st
<b>PARK</b> Approximate Capacities																	
<b>City of Cuernavaca Park</b> Capacity - 5,000																	
<b>Civic Center Park</b> Capacity - 25,000													X	R	R	R	R
<b>Creek Front Park</b> Capacity - 200																	
<b>Eddie Maestas Park</b> Capacity - 250																	
<b>Fishback Landing Park</b> Capacity - 250																	
<b>Gates Cresent Park</b> Capacity - 500																	
<b>MacIntosh Park</b> Capacity - 250																	
<b>Pioneer Monument Park</b> Capacity - 100																	
<b>Skyline Park - South</b> Capacity - 2,500																	
<b>Skyline Park - Middle/North</b> Capacity - 2,000																	
<b>Denver Skate Park</b> Capacity - 1,000																	
<b>Confluence Park</b> Capacity - 1,500													R				
<b>Cherry Creek Trail</b>																	
<b>Platte River Trail</b>																	

**Contact Information:** [www.Denvergov.org/DNC2008](http://www.Denvergov.org/DNC2008) Kevin Scott Phone: 720-865-4330 Fax 720-865-4315 E-Mail [DNC2008Permits@denvergov.org](mailto:DNC2008Permits@denvergov.org)