



PARKER
C O L O R A D O

COMMUNITY EVENT PERMIT GUIDE

Updated Jan. 2022

INTRODUCTION

The Town of Parker is proud to have a variety of community events that contribute to the social, economic and environmental health and well-being of our community. This guide is an essential tool for event organizers navigating the permitting process to clarify permit deadlines and requirements. Please read this guide prior to completing and submitting an online application. Each request for a Community Event Permit is reviewed on a case-by-case basis. **Incomplete applications will not be processed and will result in a delay of the application review process.**

When is a community event permit application required?

The Town of Parker Municipal Code, Chapter 10.08, states that a Community Event Permit is required for all planned and promoted public activities conducted on, or directly impacting, Town property or roadways within Town limits.

If your event will be on, or directly impacting, Town property or roadways within the Town of Parker limits, AND you answer yes to any one of the following criteria, your event requires a Community Event Permit Application:

1. Do you expect the number of participants and/or spectators to total 100 or more people?
2. Will you be using tents, stages, structures, generators and/or sound amplification?
3. Will you be providing, selling and/or distributing alcohol and/or food to event participants?
4. Will your activity/event use and/or impact public rights-of-way and/or pedestrian, vehicle, bike, trail or bus traffic?
5. Is your event a block party, parade or rally?
 - o “Block party” refers to the gathering of any group of ten (10) or more persons in the public right-of-way in any residential neighborhood for the purpose of holding a picnic, party, celebration or other event for which the safety of the participants can be protected by the placement of barricades or other street-closure apparatus.
 - o “Parade” refers to any march or procession consisting of people, animals or vehicles, or any combination thereof, except funeral processions and motorcades of the United States Armed Services, Colorado Armed Forces, Town police and South Metro Fire Rescue Authority, upon any public street, highway, sidewalk, alley or public right-of-way which does not comply with normal and usual traffic regulations or controls.
 - o “Rally” refers the gathering of any group of ten (10) or more natural persons in a single location on a public street, sidewalk, alley, right-of-way or park for the purpose of expressing speech protected by the First Amendment of the United States Constitution.

The Community Event Permit does not apply to such activities as family reunions, picnics, outings and other similar daily and routine individual or family leisure and recreational uses, unless the proposed activities will impact the normal flow of pedestrian or vehicular traffic.

If you answered “no” to all questions above, a Community Event Permit is not required. Please check with the appropriate department contact (page 2) for availability, reservations, fees and other requirements that may be required. However, if you answered yes to any of the above questions, a Community Event Permit is required.

What are the steps in the application process and how do I apply?

1. Read this guide in its entirety before moving forward. You will find that most questions can be answered within the guide.
2. Submit a Community Event Permit Application via the online portal [here](#). The application must provide enough detail to fully explain the proposed activity or event. Please answer all questions thoroughly. Once submitted, your application will be routed to the appropriate site reservation contact within the Town of Parker. This staff member will contact you directly to secure the proposed event date and venue request.
3. Begin providing the supporting documentation from the checklist on pages 5 -7.
4. Provide the requested items from the checklist on pages 5 -7 to complete your application. Upload all documents to the “Attachments” section in the online portal. Incomplete applications will not be routed for approval until all requested items are uploaded to the online portal. Please reference the [A to Z Supplement Guide](#) to assist you with completing your application and meeting deadlines.
5. Once the application is complete and all supporting documents have been uploaded to the online portal, your application will be routed to Town department staff for review. You can monitor the progress by checking the “Reviews” section in the online portal. Additional information and modifications may be requested. Direct contacts for each department are listed in the box below for your reference.
6. When all Town staff reviewers mark the status in the “Reviews” section as “Approved” or “Approved with Conditions,” you will be notified that your application has been approved with conditions. You may now start promoting, marketing and/or advertising the event. You may not advertise before the status of your application has been changed in the online portal to “Approved” or “Approved with Conditions.”
7. Continue working with Town staff to provide final documents and information requested in order to gain final approval.
8. When all requirements have been satisfied, final approval will be granted. You will be notified to sign and return the permit for the final approval signature and issuance of the permit.

Who are the contacts for community events?

DEPARTMENT	CONTACT	PHONE	Email
Parker Customer Service Specialist	Wendy Seacat	303.805.3130	customerservice@parkeronline.org
Parker Special Events Coordinator	Brooke Spain	303.805.3253	bspain@parkeronline.org
Parker Parks Site Reservation Requests	Brenda Mooney	303.805.6309	PARKRentals@parkeronline.org
Parker Parks, Forestry and Open Space		303.841.1970	
Parker Cultural Site Reservation Requests (PACE, Schoolhouse)	Becky Berends	303.805. 6800	https://parkerarts.org/meeting-venues/meeting-venues-contact/
Parker Police Department	Sergeant Greg Epp Cmdr. Andy Coleman	303.805.6532 303.805.6512	gepp@parkeronline.org acoleman@parkeronline.org
Parker Public Works	Wendy Reedy	303.805.3206	wreedy@parkeronline.org
Parker Town Clerk (Alcohol request)	Town Clerk	303.805.3198	townclerk@parkeronline.org
Parker Building and Fire/Life Safety	Therese Rossetti Randy Sale	303.841.1970 303.841.1970	trossetti@parkeronline.org rsale@parkeronline.org
South Metro Fire Rescue Authority	Brad Gleason	720.989.2251	brad.gleason@southmetro.org
Douglas County Health Department		303.660.7401	www.douglas.co.us/health-department/

APPLICATION

What are the general community event permit guidelines?

- Community Event Permit Applications may be submitted up to 12 months prior to the event start date.
- Both new and repeat applications must be submitted and approved.
- A prior year's permit approval does not guarantee the current year's approval.
- Applications submitted between two and three months prior to event start date will be reviewed on a case-by-case basis, however, all requirements must be received two months from the starting date of the event or the permit will be denied and event applicant will need to cancel event or alter the event date.
- Generally, permits will not be granted to close collector or arterial streets. Arterial streets would include, but are not limited to, streets such as Mainstreet, Jordan Rd., and Lincoln Ave. Collector streets would include but are not limited to streets such as Bradbury Dr., Clarke Farms Dr., J Morgan Blvd. and Canterbury Pkwy.
- If a permit application (new or repeat) is requesting to close a collector or arterial street, application requests must be submitted no later than four months prior to the event start date. Applications submitted less than four months out will be denied the street closure but may still apply for an event permit by altering the event plan to include no street closures.
- Once all requirements up to at least two months prior to event start date are uploaded to the online portal, the permit review committee will meet and determine if the permit can be "approved with conditions."
 - Please allow a 10-business-day permit review from the time all requirements have been submitted.
 - The "approved with conditions" review will not be done until all documents needed are submitted.
- Event organizers must ensure that the Community Event Permit Application request has been "approved with conditions" before promoting, marketing and/or advertising the event.
- Being "approved with conditions" does NOT imply that the event has been permitted; it simply allows the event to move forward in the process. Should the "conditions" not be met, the Town of Parker will not issue a permit for this event, and the event will need to be cancelled or rescheduled to a future date so that all conditions can be met.
- Events may require deposits and/or fees to hold requested venues and dates.
- Supplemental permits (and fees) may be required depending on the nature of your event. Required permits needed may include:
 - Town of Parker Department of Finance business licensing and tax documentation
 - Town of Parker building permits for staging, large tents, other temporary structures, inflatables or generators
 - Town of Parker Parks and Recreation Department shelter or park rentals
 - Town of Parker Public Works Department review of traffic plan
 - Town of Parker Police Department security and safety assessment
 - South Metro Fire Rescue Authority emergency and medical plan
 - Town permits for serving alcohol such as a Special Events Permit or Alcohol Festival Permit

What do I need to include in my application?

A comprehensive checklist (located on pages 5 – 7) has been provided to assist in the application process. All requested items must be submitted by the deadline listed under each section. To easily navigate the checklist, please start by answering the following questions:

Question	If no...then..	If yes...then...	If no...then..	If yes...then..
Are you requesting a neighborhood block party?	Go to next question	Is your application date at least 2 months prior to the event date?	An event permit will not be granted.	Please see the Block Party Permit Guide
Does your event require the closing of a street?	Go to next question	Is your application date at least 4 months prior to the event date?	A road closure request will not be granted. Event date must be altered or event application must be submitted without a street closure.	Complete all Sections A, B, C, D, E on the application checklist .
Will your event be serving alcohol?	Go to next question	Is your application date at least 3 months prior to the event date?	A liquor permit and the ability to have liquor at the event will not be granted. Event date must be altered or event application must be submitted without alcohol.	Complete Sections B, C, D, E on the application checklist .
Are you planning on having inflatables and/or amusement rides?	Go to next question	Is your application date at least 3 months prior to the event date	Inflatables and amusements will not be granted. Event date must be altered or event application can be submitted without inflatables and/or amusements.	Complete Sections B, C, D, E on the application checklist .
Are you planning on having any of the following? <ul style="list-style-type: none"> • Stage(s) • Fencing • Tent of +400 sq. ft. • Lights • Generator(s) • Amplified sound • Food vendors/trucks 	Go to next question	Is your application date at least 3 months prior to the event date	Event date must be altered or event will have to be planned without these items.	Complete Sections B, C, D, E on the application checklist .
Do you expect 100 or more people to be at the event?	If you answered no to all above questions, your event does not require a Community Event Permit. However, a Parks or Cultural site reservation may be needed. Please call parks site reservation or cultural site reservation to confirm. Contacts are listed here .	Is your application date at least 2 months prior to event date?	An event permit will not be reviewed. Event date must be altered.	Complete Sections C, D, E on the application checklist .

APPLICATION CHECKLIST

Section A

Due for all applications requesting to close a collector or arterial street at least **four months (120 days)** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"> <input type="checkbox"/> Submit a Community Event Permit Application <input type="checkbox"/> Indicate a brief description of the event in the “notes” section. <input type="checkbox"/> Upload DRAFT site and/or route map(s) including: <ul style="list-style-type: none"> <input type="checkbox"/> Location of alcohol areas. <input type="checkbox"/> Location of booth/vendor and exhibitor. <input type="checkbox"/> Location of food vendor/mobile food trucks. <input type="checkbox"/> Location of generators. <input type="checkbox"/> Location of tents, canopies, inflatables and stages. <input type="checkbox"/> Upload a map of all road closure requests to include: <ul style="list-style-type: none"> <input type="checkbox"/> Indicate activities in and around the area requiring the road closure (parade route, booths and activities on street, patron walkway/safety, etc.). <input type="checkbox"/> Upload DRAFT document of traffic control plan. <input type="checkbox"/> Pay permit fee and refundable deposit, if applicable. 	<ul style="list-style-type: none"> <input type="checkbox"/> Route application to Town department staff for review (when all required initial application documents have been submitted). <input type="checkbox"/> Provide a 10-business-day review from the time all requirements have been submitted. <input type="checkbox"/> Add applicable fees. <input type="checkbox"/> Provide notification of next steps. May include approval to move forward, request a meeting or communicate a denial to close the road.

Section B

Due for all applications at least **three months (90 days)** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"> <input type="checkbox"/> Submit a Community Event Permit Application <input type="checkbox"/> Indicate a brief description of the event in the “notes” section. <input type="checkbox"/> Upload DRAFT site and/or route map(s) (unless already submitted with road closure request) including: <ul style="list-style-type: none"> <input type="checkbox"/> Location of alcohol areas <input type="checkbox"/> Location of booth/vendor and exhibitor <input type="checkbox"/> Location of food vendor/mobile food trucks <input type="checkbox"/> Location of generators <input type="checkbox"/> Location of tents, canopies, inflatables and stages <input type="checkbox"/> Upload DRAFT document of production schedule. <input type="checkbox"/> Upload DRAFT document of marketing plan. <input type="checkbox"/> Upload Liability Insurance certificate. <input type="checkbox"/> Upload Workers’ Compensation Insurance certificate (or waiver). <input type="checkbox"/> Upload DRAFT document of traffic control plan.* <input type="checkbox"/> Upload DRAFT document of amplification and sound details.* <input type="checkbox"/> Pay permit fee and refundable deposit, if applicable. <input type="checkbox"/> Work directly with each Town staff reviewer to obtain and upload the appropriate documents and approvals as requested. 	<ul style="list-style-type: none"> <input type="checkbox"/> Route application to Town department staff for review (when all required initial application documents have been submitted). <input type="checkbox"/> Provide a 10-business-day permit review (from the time all requirements have been submitted). <input type="checkbox"/> Review, notate or provide direct contact for additional requirements providing clearly stated next steps. <input type="checkbox"/> Add applicable fees. <p style="text-align: right;"><i>* If applicable</i></p>

Section C

Due for all applications at least **two months (60 days)** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"> <input type="checkbox"/> Upload FINAL site and/or route map(s) including: <ul style="list-style-type: none"> <input type="checkbox"/> Location of alcohol areas <input type="checkbox"/> Location of booth/vendor and exhibitor <input type="checkbox"/> Location of food vendor/mobile food trucks <input type="checkbox"/> Location of generators <input type="checkbox"/> Location of tents, canopies, inflatables and stages <input type="checkbox"/> Upload UPDATED DRAFT document of production schedule. <input type="checkbox"/> Upload FINAL document of marketing plan. <input type="checkbox"/> Apply for supplemental permits.* <input type="checkbox"/> Upload FINAL document of amplification and sound details.* <input type="checkbox"/> Upload DRAFT document of Police Department staffing needs/plan.* <input type="checkbox"/> Upload DRAFT document listing booth/vendor, food vendor/mobile trucks, sponsors and exhibitor details.* <input type="checkbox"/> Upload DRAFT documents requested as a result of Town staff's initial review.* <input type="checkbox"/> Upload DRAFT crowd management plan document.* <input type="checkbox"/> Upload DRAFT medical/emergency plan document.* <input type="checkbox"/> Pay fees and deposits. <p style="margin-top: 10px;"><i>Promoting, marketing and/or advertising the event may not begin prior to the permit status being "Approved with Conditions." Notification from the Town will be provided to the applicant when approval has been granted.</i></p> <p style="margin-top: 10px;"><i>Please note that the permit status "Approved with Conditions" does NOT imply that the event has been permitted. If "conditions" are not met, the permit will not be issued, and the event will need to be cancelled or altered to a future date so that all conditions can be met.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if the permit can be "approved with conditions" (once all required documents have been received.) <input type="checkbox"/> Provide a 10-business-day review from the time all requirements have been submitted. <input type="checkbox"/> Add applicable fees. <input type="checkbox"/> Provide notification of next steps. May include affirmation to move forward, request any additional information or a request to set-up a review meeting. <p style="margin-top: 10px; text-align: right;"><i>* If applicable</i></p>

SECTION D

Due for all applications at least **one month (30 days)** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"> <input type="checkbox"/> Upload FINAL document of traffic control plan.* <input type="checkbox"/> Upload FINAL crowd management plan document* <input type="checkbox"/> Upload FINAL medical/emergency plan document.* <input type="checkbox"/> Upload FINAL document of Police Department staffing needs/plan.* <input type="checkbox"/> Upload FINAL documents as requested by Town staff. <input type="checkbox"/> Apply for permits to serve alcohol.* <input type="checkbox"/> Upload UPDATED DRAFT document listing booth/vendor, food vendor/mobile trucks, sponsors and exhibitor details.* <input type="checkbox"/> Ensure all vendors/exhibitors are approved through Town licensing* <input type="checkbox"/> Pay outstanding fees and deposits. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and respond to applicant within 10 business days of receiving updated documentation. <input type="checkbox"/> Provide notification of next steps. <p style="margin-top: 10px; text-align: right;"><i>* If applicable</i></p>

SECTION E

Due no later than **10 business days** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"><input type="checkbox"/> Ensure all supplemental applications for permits are FINALIZED.*<input type="checkbox"/> Upload FINAL document listing booth/vendor, food vendor/mobile trucks, sponsors and exhibitor details.*<input type="checkbox"/> Upload FINAL document of production schedule (day-of agenda).<input type="checkbox"/> Pay all outstanding fees and deposits. <p><i>The Town of Parker may place conditions on, requirements for or not approve all venue areas and/or activities requested in the Community Event Permit Application. Failure to comply with the terms and conditions of the permit, requirements of the Town of Parker and/or requirements in the Community Event Permit Guide may result in the immediate cancellation of the event, penalty fees, denial of future community events applications and/or the requirement of additional deposits.</i></p>	<ul style="list-style-type: none"><input type="checkbox"/> Provide final conditions. Approve and issue event permit. <p style="text-align: right;"><i>* If applicable</i></p>

FEES

What fees will I be responsible for?

Fees vary based on event, location, staffing and services. Fee categories include non-refundable permit fees, refundable deposits, site reservation fees, municipal service fees and other fees specific to the event.

NON-REFUNDABLE PERMIT FEES

The Town of Parker classifies community events as Tier 1, Tier 2 or Tier 3 events. The fees and requirements associated with each category are different; therefore, it is important to know how each event is classified.

Tier 1 Events – meet one or more criteria:

- Small, single day
- No closures of trails, arterial or collector streets or intersections
- Anticipated or recorded attendance under 1,000
- No sales or serving of alcohol

Tier 2 Events – meet one or more criteria:

- Rolling closure of trails, arterial or collector streets that will not interfere with public use
- Anticipated or recorded attendance of 1,000 to 3,000
- Selling or serving alcohol less than four (4) hours
- Majority use of a Town park, trail or other municipal facility

Tier 3 Events – meet one or more criteria:

- Large, multiple-day events
- Closure of trails, arterial or collector streets or intersections
- Anticipated or recorded attendance of 3,000+
- Selling or serving alcohol four (4) or more hours
- Exclusive use of Town park, trail or other municipal facility

Please note, neighborhood block parties are not included in the event tiers and are charged a flat permit fee of \$25.00.

These non-refundable permit fees are due upon submittal of a Community Event Permit Application and are based upon the event tier categories as detailed above. The permit fees are as follows:

Event Category	Permit Fee Amount
Neighborhood Block Parties/Parades	\$25.00
Tier 1 Events	\$150.00
Tier 2 Events	\$300.00
Tier 3 Events	\$500.00

REFUNDABLE DEPOSIT

In addition to the permit fee, a refundable deposit is due upon submittal of a completed event permit application based upon the tier classification of the event. The full amount will be refunded post-event minus any damage to Town property as a result of the event or any outstanding fees not yet remitted. The refundable deposit amounts are as follows:

Event Category	Refundable Deposit
Neighborhood Block Parties/Parades	\$0.00
Tier 1 Events	\$250.00
Tier 2 Events	\$500.00
Tier 3 Events	\$1,000.00

SITE RESERVATION FEES

All facility, park and trail reservations are subject to the terms of the use agreement for each venue. Rental fees will apply.

You can also visit www.ParkerRec.com/ParkRentals for more information about renting a park, trail or other recreation venue or <https://ParkerArts.org/Private-Events/> for more information about venue rentals at the PACE Center, The Schoolhouse, The Schoolhouse Plaza or Ruth Memorial Chapel.

MUNICIPAL SERVICE FEES

In addition to the non-refundable permit fees, each event is responsible for associated costs incurred for municipal services or municipal resources such as:

- Additional security or patrol services provided by the Town of Parker Police Department
- On-site traffic management
- Trash and recycling during and after the event
- Park maintenance and event set-up
- Delivery, installation, breakdown and removal of traffic control devices (barricades)
- Street and/or parking lot sweeping
- Rehabilitation of damaged parks or other damaged Town facilities
- Accommodation of electricity
- Irrigation management

Event fees will be assessed by the Town on a partial cost-recovery model based upon the requirements of the event. The following flat fee hourly rates are blended rates of equipment, various staff position rates and overtime rates that are intended to recover partial costs for the services provided.

During the permit application process, these fees will be estimated based on the details provided within the submitted application. An Estimated Municipal Service Fee will be added to the permit to be paid prior to the issuance of the permit. This payment is held as a deposit until the internal reconciliation process occurs after the event. The Estimate Municipal Service Fee deposit amount will be applied to the actual Municipal Services Fees accrued during the event. The Town will refund the Estimated Municipal Service Fee deposit if there are overpayments or collect the underpayment of the actual Municipal Service Fees, if applicable.

Municipal Service Fees	Rate
Police Department Staffing: Traffic control and safety	\$65.00/hour per officer
Parks and Recreation Staffing: Trash and recycling during/after event; general park and location clean-up; park rejuvenation and on-site staffing; turning irrigation on/off	\$50.00/hour per staff
Engineering/Public Works Staffing: Delivery, installation, breakdown and removal of barricades; street and/or parking lot sweeping; traffic plan reviews	\$50.00/hour per staff

Some of the services listed above in the table may be provided by a third party company or by the event organizers with approval by the appropriate Department Director and the Town Administrator.

OTHER FEES SPECIFIC TO THE EVENT

Special Events Permit Fee: When alcohol will be served at the event for certain non-profit organizations.	\$100.00
Alcohol Festival Permit: When alcohol will be served at the event for the following liquor license holder types: Manufacturers, Limited Wineries, Wholesalers, Beer and Wine Licensees, Hotel and Restaurant, Taverns, Brew Pubs, Vintner’s Restaurants and Distillery Pubs.	\$300.00
Communal Outdoor Dining Area Permit: When alcohol will be served at the event for the following liquor license holder types: Manufacturers, Limited Wineries, Wholesalers, Beer and Wine Licensees, Hotel and Restaurant, Taverns, Brew Pubs, Vintner’s Restaurants and Distillery Pubs	\$50.00 per participant
Generator Inspection: Only required for large tow-behind types; small generators only require that a generator checklist be signed and submitted	\$25.00 per unit
Tent/Inflatables (Temporary Structures): Any tents intended for use during events must be clearly marked and labeled on the site map provided by the applicant. A \$25 fee will be assessed for each tent/inflatable larger than 400 square feet and will require an onsite inspection.	\$25.00 per unit
Business License	\$20.00 biennial
Amusement Ride Inspection and Generators	\$25.00 per unit

Building/Fire Event Plan Review	\$75.00 per hour
Building/Fire Inspections (outside normal business hours)	\$100.00 minimum for the first and \$50.00 for each additional inspection
Additional Park Fees for add on needs or displacement of Town programs	Park and Field Rentals Information Guide (ParkerRec.com)

FEE PAYMENTS

The nonrefundable permit fee based upon the event tier category and the refundable damage deposit are due at the time that the completed Community Event Permit application is submitted through the Town’s Community Event Permit Application online portal. All fees, including Estimated Municipal Service Fees (if applicable), are due prior to issuance of the permit. Within two weeks following the event, a final invoice will be sent to the event organizer with a (30) day remittance period