

From: Denver Office of Special Events <denverevents@denvergov.org>
Sent: Friday, July 10, 2020 9:58 AM
To: Creigh Kelley
Subject: COVID-19 Update for Event Organizers



Important Information for Event Organizers

Dear Event Organizers,

Denver's Office of Special Events has been working closely with other city agencies to finalize processes and requirements for outdoor events in support of the most recent [Public Health Order \(PHO\)](#) and related [Guidance](#) issued by the Colorado Department of Public Health and Environment (CDPHE) for outdoor events. We strongly encourage all event organizers to carefully read both documents and stay alert for any updates.

Accepting Applications for New Events on August 3

We have recently begun to process existing 2020 event applications that can comply with the current PHO. On Monday, August 3, we will begin to accept and process applications for new 2020 events scheduled to take place on or after August 20. As a part of the application process, all events will now be required to submit a COVID Mitigation Plan that outlines the steps they will take to comply with State and City requirements and guidance prior to approval.

City and County of Denver (CCD) agencies will make every effort to expedite event related permit requests that have been submitted before Labor Day (September 7, 2020).

- The Department of Parks and Recreation has reduced public event application deadlines from 60 days to 30 days. Additionally, the paperwork and walk-through deadlines have been reduced from 21 days to 14 days.
- The Department of Transportation and Infrastructure has reduced Revocable Street Occupancy Permit (RSOP) deadlines from 60 days to 30 days.
- The Department of Excise and Licenses has reduced Special Event Liquor Permit deadlines from 30 days to 15 days.

Reminder: These shortened deadlines are only in effect until September 7, 2020.

Community Notifications are Especially Important During COVID-19

Even with the shorter application/permit review and approval time frames, comprehensive community notification efforts are still required for all events. It is important to clarify the extra measures that will be taken by event organizers to protect event staff and participants and clearly outline the guidelines with which attendees must comply. A thoughtful and thorough outreach effort will help alleviate fears and address concerns the impacted community may have. [View the updated notification requirements online.](#)

Denver-Specific Restrictions and Requirement Clarifications

Whenever possible, the CCD aligns with state-level requirements and guidance. When there are conflicting orders, the more stringent order stands. Two important Denver-specific requirements currently in place are:

- Regardless of the size of the venue or the number of distinct activity areas, outdoor events are limited to 175 attendees at any given time (excluding staff, volunteers, performers and vendors).
- Masks or face coverings are **required** by all event staff, volunteers, vendors, performers and attendees.

It is very important for event organizers to understand that State of Colorado and City and County of Denver Public Health Orders, and related Executive Orders and Guidance on public gatherings and outdoor events may change at any time with no prior notice. Changes in any orders may result in additional requirements to permittees and issued permits, and may result in event cancellation. The permitting agency will make reasonable efforts to provide notice to permittees of changes to the orders and requirements.

Visit the [State of Colorado's COVID-19 webpage](#) and the [City and County of Denver's COVID-19 webpage](#) for the most up to date information.



DENVER
OFFICE OF SPECIAL EVENTS

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