

Q&A for Community Event Permit Fees

Does my event need a permit?

A Community Event Permit is required for gatherings of 100 or more persons in or upon any public property, a public facility or roadway within Town limits, or private property where the event will impact the normal flow of pedestrian or vehicular traffic on a public right-of-way.

Can I have alcohol at my event?

Yes, if you are serving or selling alcohol you must obtain a Special Events Permit from the Town Clerk's office ninety days in advance. Please email clerk@parkeronline.org or call 303.805.3198 for more information.

In addition to the community event permit, will there be a facility rental required?

Events that will take place at parks and related facilities, the Schoolhouse or Parker Arts, Cultural and Events (PACE) Center require facility rental in addition to the Community Event Permit Application Process. Contact the specific venue staff for more information and pricing.

How are the hourly rates for Police, Engineering/Public Works and Parks and Recreation staff determined?

Various Town staff from the Police, Engineering/Public Works and Parks and Recreation Departments may provide support and services for community events based on the details of the event. Many of the hours worked are during non-business hours and require overtime pay. In accordance with best practices, and to assist event organizers in budgeting for their events, the Town is utilizing a blended rate of the various positions to simplify the salary calculations for event organizers. Since the rates do not include benefits, overtime and other associated overhead costs, they do not fully recover actual costs expended by the Town, but they do help to reimburse the Town for actual costs.

Do local groups get a discounted rate?

Yes. Non-profit events and local community groups that meet specific requirements may be eligible for a permit fee discount.

Do we have to use Parker staff for services such as post-event clean-up, providing trash receptacles and on-site security or can we provide those services ourselves to reduce costs?

Some of the services typically provided by Town of Parker staff or resources may be provided by a third party or by the event organizers with approval by the appropriate Department Director and the Town Administrator.

Are there any additional requirements for my event due to Covid19? Organizers for all events must submit a detailed Social Distancing Plan and a Sanitation Plan with their application that will be forwarded to Tri County Health Department for their review and approval. Other provisions apply as outlined in Emergency Order 13-2020: Community Event Permit Requirements. [Click here to review the order.](#)

Who can I talk to if I have questions or concerns?

If you have questions, please call Ann Curry, Customer Service Lead at 303.841.0353 or email acurry@parkeronline.org.