



### 16<sup>th</sup> Street Mall Special Event & Sampling Process and Guidelines

- A Special Events or Sampling License Agreement (Permit) is required to place temporary furnishings on the 16<sup>th</sup> St. Mall for all promotional, sampling, and sales events.
- All requests must be submitted for approval by the Mall Use Committee.
- Upon approval by the Mall Use Committee, a Special Event or Sampling License Agreement/Permit will be issued.
- A Certificate of General Liability insurance is required for all permits. The certificate must name as additionally insured: Downtown Denver Business Improvement District; Downtown Denver Partnership, Inc.; City and County of Denver and all owned, managed, controlled, non-controlled and subsidiary companies, corporations, entities, joint ventures, LLC's and partnerships and all of their constituent partners and members.
- Special Events License Agreements must be signed by Licensor (the Business Improvement District) and the Licensee (the permit holder).
- The Agreement states the approved dates, and is valid only for stated dates. Additional dates require additional Permits.
- The Agreement describes the approved activity; no other activities are allowed unless a separate request is submitted and approved.
- Maximum set-up size for any one event location is 10 feet x 10 feet.
- Multiple location events (mall-wide shows from 3 – 30 locations/tents) are generally limited to 8 x 8 feet (tents).
- All tables must be skirted.
- Amplification is not allowed unless specifically approved by Licensor
- Vehicles are not allowed except under specific circumstances and as specifically approved by Licensor.

- Temporary signs (sandwich board signs or other) are not allowed on the public right-of-way (median or sidewalk), but may be attached to permit holder's furnishings, awnings, tables if desired.
- Licensees may not use Mall fixtures and furnishings.
- For multi-day events, all event elements must be removed daily.
- Licensee is responsible for providing all elements, their set-up and break-down, and clean-up of permitted location.
- If vehicles are used to deliver props or tents, they may be driven briefly onto the median at the permitted location and then must be immediately removed after unloading materials.
- For safety reasons, nothing can be placed closer to the intersection than the first light pole or tree at the end of the block.
- The event cannot obstruct pedestrian traffic. A walkway must be left for pedestrians to pass safely beside the event and (at corner locations) must be able to safely cross the street.
- Licensees must not in any way block the entrance to any building nor may they reduce the pedestrian right-of-way to less than ten feet. A 10 foot clearance must be maintained at all times.
- Licensees may not interfere with special events taking place on private plazas, nor interfere with vending activities.