Visit our Online Reservation page:  [https://apm.activecommunities.com/denver/Home](https://apm.activecommunities.com/denver/Home)

- All individuals requesting an Event Facility must have an account. If you’ve permitted with us before or done business with Denver Parks & Rec, please use that log in information.
- To create an account, please click on **Sign In/Up** and complete all required fields.
- When creating your account, the email address you list will serve as your username for future use.
- Once your account has been created, please follow these steps to request an Event Facility online.
- Should you experience problems with your login credentials or have technical difficulties, please email PR_OnlineServiceCenter@denvergov.org.

*One permit per day is allowed, per location.*

*Nov 1 Information:*
- Reservations for the Central Park Pavilion, City Park Pavilion, and Washington Park Boathouse will open online at 12:00am (Midnight) on November 1.
- Please be advised you may experience a delay in accessing the system, depending on your browser and overall connectivity.
- We recommend that your account and password are updated prior to November 1.
- Technical support will be available from 11:00pm October 31 until 1:30am on November 1. Please allow 30 minutes for response.
- **Central Park Pavilion:** Available January to December, yearly
- **City Park Pavilion:** Available April 15—October 15, 2:00pm—11:00pm
- **Washington Park Boathouse:** Available April 15—October 15, yearly

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**Requesting an Event Facility Online**

From the **Home Page**, click on the **“Reserve a Facility | Permits”** button

From the **Reserve Page:**
Select **“Rental Facility & Permits”**
Reservation Event Information

- Event Type: "EVT:" with the facility name you are requesting
- Description: Title for your Activity
- Number of Guests: Enter number of total in attendance. Please note that capacity limits are based on Fire Code and cannot be exceeded.

Reservation: Facility / Equipment Search

- SKIP the "Choose the location or area, for your event" section—leave as is
- Select your Facility
- SKIP the "Specify facility amenities or special features your event requires" section—leave as is
- Click Continue
Requesting an Event Facility Online

Reservation: Select Facility / Equipment

Select Number of Guests | Qty of Equipment Name | Type | Reservation Unit | Location
---|---|---|---|---
45 | Event Venue: Central Park Pavilion Facility | Minute | Central Park Pavilion 8051 E Martin Luther King Blvd. S. Denver, CO 80238

When you have selected the facilities/equipment to try to reserve, click **Continue**.

Use the following list to go back to a previous step.

Facilities & Equipment Search | Go Back

Reservation Event Dates

**Event Venue: Central Park Pavilion cannot be reserved more than 365 day(s) in advance.**

**Event Venue: Central Park Pavilion must be reserved at least 30 day(s) in advance.**

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

- **Begin Date**: [2020] [Apr] 8
- **Number of Weeks**: 
- **End Date**: [2020] [Apr] 8

**Specify when the event starts**

- **Start at**
  - **Exact Time**: 2:00
  - **am**
  - **pm**

**Specify how long the event lasts**

- **Duration**: 4 (hours) 0 (minutes)

To review your event dates, click **Continue**

Use the following list to go back to a previous step.

Search Results | Go Back

Your **Begin** and **End Dates** will be the same.

Select the start time that best matches when you plan to be on site and the duration of the request (including set-up and clean-up time).

Review Reservation & Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request. * indicates a date which you have changed from the requested pattern of dates and times.

The yellow box represents your desired date.

Press “**Continue**” if correct.
**Requesting an Event Facility Online**

**Reservation Facilities/Equipment Availability:** This page will show if the date and location is available with a blank checkbox under “Request” OR that the date is unavailable with a red X under “Request”

<table>
<thead>
<tr>
<th>Request</th>
<th>Name</th>
<th>Type</th>
<th>Location</th>
<th>Deposit</th>
<th>Estimate</th>
<th>Processing Fee (estimated)</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Event Venue: Central Park Pavilion</td>
<td>8061 E. Martin Luther King Blvd. S. Denver, CO 80236</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- **Available!**
  - Check the box and press “Continue”

- **Not available!**
  - You may request an alternate date or location using the “Go Back” button below

**Reservation Checklist/Questions**

This page will require initialing of waivers and answering questions.

Click on the linked Attachments to review—these Requirements/Regulations are conditions of your permit. Permit holders must comply

- **Please answer accordingly and click “Continue”**

**Reservation Review**

- **Review your reservation one last time and click “Continue”**

- **The next page will require payment information—please follow the prompts**
  - An auto-generated email will be sent with your request information.

- **At this time your request is pending. Our Events Coordinator will review your request, add any applicable fees, and contact you regarding next steps.**