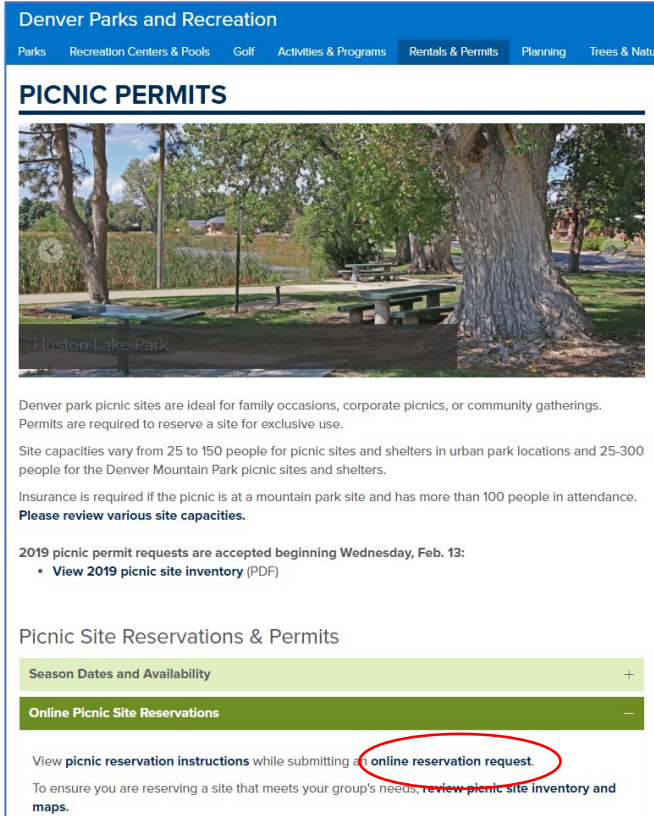


**The ActiveNet Customer Portal (reservation site) works best when used in the following browsers:**  
 Internet Explorer 11, Google Chrome: latest version, Microsoft Edge Browser: latest version  
**\*Should you experience problems with your login credentials or have any technical difficulties, please email:**  
[PR\\_OnlineServicesCenter@denvergov.org](mailto:PR_OnlineServicesCenter@denvergov.org).



**PICNIC PERMITS**

Huston Lake Park

Denver park picnic sites are ideal for family occasions, corporate picnics, or community gatherings. Permits are required to reserve a site for exclusive use.

Site capacities vary from 25 to 150 people for picnic sites and shelters in urban park locations and 25-300 people for the Denver Mountain Park picnic sites and shelters.

Insurance is required if the picnic is at a mountain park site and has more than 100 people in attendance. **Please review various site capacities.**

2019 picnic permit requests are accepted beginning Wednesday, Feb. 13:  
 • [View 2019 picnic site inventory \(PDF\)](#)

Picnic Site Reservations & Permits

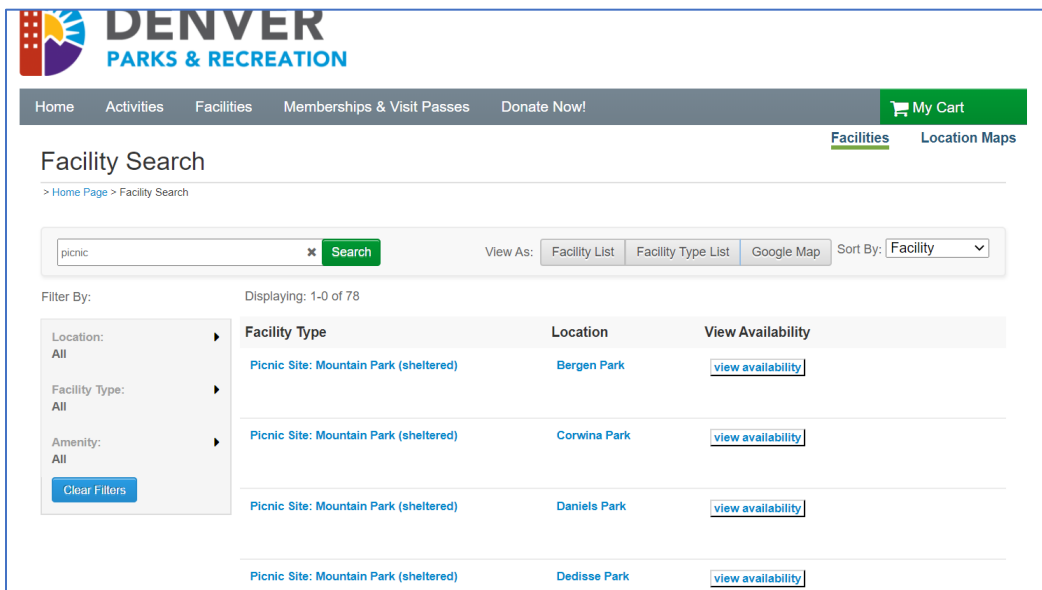
Season Dates and Availability +

**Online Picnic Site Reservations -**

View [picnic reservation instructions](#) while submitting an [online reservation request](#).

To ensure you are reserving a site that meets your group's needs, [review picnic site inventory and maps](#).

From our [Picnics Permit Page](#) please click the [Online Reservation Request](#) link circled below



**DENVER**  
 PARKS & RECREATION

Home Activities Facilities Memberships & Visit Passes Donate Now! My Cart

Facilities Location Maps

Facility Search

> Home Page > Facility Search

picnic Search View As: Facility List Facility Type List Google Map Sort By: Facility

Filter By: Displaying: 1-0 of 78

Location:	Facility Type	Location	View Availability
All	Picnic Site: Mountain Park (sheltered)	Bergen Park	<a href="#">view availability</a>
Facility Type:	Picnic Site: Mountain Park (sheltered)	Corwina Park	<a href="#">view availability</a>
All	Picnic Site: Mountain Park (sheltered)	Daniels Park	<a href="#">view availability</a>
Amenity:	Picnic Site: Mountain Park (sheltered)	Dedisse Park	<a href="#">view availability</a>
All			

Clear Filters

This will bring you to our **Facilities Search Page**

Parks are shown in alpha order, starting with our Mountain parks followed by our Urban parks

Click on View Availability to bring up a calendar view

Facility Type: Picnic Site: Urban Park (sheltered)

Center: Crescent Park

Today < September 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
		View Available Times	View Available Times	View Available Times	View Available Times	View Available Times
6	7	8	9	10	11	12
View Available Times	View Available Times	View Available Times	View Available Times	View Available Times	View Available Times	View Available Times
13	14	15	16	17	18	19
View Available Times	View Available Times	View Available Times	View Available Times	View Available Times	View Available Times	View Available Times
20	21	22	23	24	25	26

Use the **blue** arrows by the month to scroll to your desired date

Click on **“View Available Times”** on your chosen date, then click the blue **Book** button

Facility Availability Information

Saturday, September 12, 2020

Facility	Availability	Book
Crescent Park: Picnic Site	5:00am to 11:00pm	<b>Book</b>

- If not already **signed in**, you’ll be prompted to do so or to
- **Create a New Account.** All individuals reserving a picnic site must have an account. If you have previously done business with Denver Parks and Recreation, you most likely have an account already
  - To create a new account, please click **“Create an Account”** and complete all required fields
  - When creating your account, the email address you list will be utilized as your login name

This will redirect you to the **“Reservation Event Information”** page

**Reservation Event Information**

Welcome to the Reservation Request Site!

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

\* Event Type (Required) PER: Picnic - Urban

\* Description (Required) Pot Luck Picnic (e.g., Johnson Wedding)

\* Number of Guests (Required) 50

**Continue**

- **Event Type:** PER: “Picnic-Urban” or PER: “Picnic-Mountain”
- **Description:** Title your picnic activities
- **Number of Guests:** Number of total in attendance

Please note that capacity limits for all picnic sites cannot be exceeded. Please see the [Picnic Site Inventory List](#), for these capacities and other site information.

## Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

**Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

Locations: Any Locations, 13th & Xenia Park, 46th & Pecos Park, 51st & Zuni Park, Adaptive/Community Rec. Ofc

Areas: Any Area, Downtown Region, E-Region, Mountain, NE Region

← **Skip** the “Choose the location or area, for your event” section

**Choose the type of facility for your event**

[Use SHIFT or CTRL to select multiple types]

Any Facility Type  
 Picnic Site: Urban Park (sheltered)  
 Picnic Site: Urban Park (standard)

### At Urban Sites:

Select either “Picnic Site: Urban Park (sheltered)” or “Picnic Site: Urban Park (standard)”

### At Mountain Sites:

Select either “Picnic Site: Mountain Park (sheltered)” or “Picnic Site: Mountain Park (standard)” or “Picnic Site: Mountain Park (standard) > 100” (specifically for groups of 100+ persons)

**Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Any Facility  
 Alamo Placita Park: Picnic Site  
 Berkeley Lake Park: Picnic Site 2  
 Bible Park: Picnic Site  
 Cheesman Park: Picnic Site

Select your location

**Specify facility amenities or special features your event requires**

[Use SHIFT or CTRL to select multiple requirements]

Facility must include  One of the requirements

Unspecified  
 Coffee Maker  
 Dishwasher  
 DVD/DVD Cart  
 Food Prep Area

When you have selected your requirements, click **Continue**

← **Skip** the “Specify facility amenities or special features your event requires”  
 Click **“Continue”**

## Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step.  
 Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	50	0	Cheesman Park: Picnic Site	Facility	Rental Block	Cheesman Park 1599 E. 8th Ave. Denver, CO 80218 (720) 913-0700

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

If everything looks correct, check the box under “Select” and click **“Continue”**

\*If you enter too many guests, you will be prompted with the allowed capacity. Please see the [Inventory List](#) for current capacities.

## Reservation Event Dates

**Cheesman Park: Picnic Site cannot be reserved more than 365 day(s) in advance.**  
**Cheesman Park: Picnic Site must be reserved at least 1 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: 2019 Aug 14

-- AND --

Number of Weeks:

-- OR --

End Date: 2019 Aug 14

Specify when the event starts

Available Time Slots: 5:00 AM to 11:00 PM (Picnic Site Reservation)

Select your desired date

Most sites only have a single slot, per date.

**Exceptions:**

**Washington Park:** Two timeslots

**City Park:** Weekend picnics – only available from 1:00pm – 11:00pm due to morning race/walks

\*Please contact the Parks Permit Office if you desire both timeslots in the same day and we will adjust your fees.

## 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.

August, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 5:00 am 18 hours	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The yellow box represents your desired date.

Press **“Continue”** if correct!

The next page is the **“Reservation Facilities/ Equipment Availability”** page. This 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”**.

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Cheesman Park: Picnic Site	Facility	Cheesman Park 1599 E. 8th Ave. Denver, CO 80218 (720) 913-0700	--	Charge : \$51.00	0	Review selected time.

Select All  
Deselect All

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

**Available!**

Check the box and Press **“Continue”**

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Cheesman Park: Picnic Site	Facility	Cheesman Park 1599 E. 8th Ave. Denver, CO 80218 (720) 913-0700	--	Charge : --		1 date is not available

Select All  
Deselect All

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

**Not available!**

You may request a separate date or location using the **“Go Back”** Option below

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

**Start Over**

### Reservation Checklist Questions

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	COVID Requirements - Picnic Sites	<a href="#">COVID Requirements - Picnics</a>
Initials: <input type="text"/>	Yes	Picnic Site Restrooms are not guaranteed --	
Initials: <input type="text"/>	Yes	Waiver - Picnic Site	<a href="#">Waiver - Picnic Site</a>

Please answer the following questions.

**Questions**

\*What time will you arrive for your picnic site reservation? (Required)

\*How many hours will your picnic reservation last? (Required)

When you are done, click [Continue](#)

This page requires the **Picnic Waiver** and **COVID Requirements** to be read and initialed. Click on the linked attachments to read.

Enter your approximate usage times

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

### Reservation Review

**This is the final step in your reservation!**

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$51.00**.

Cheesman Park: Picnic Site at Cheesman Park

#	Day	Date	Time
1	Wednesday	Aug 14, 2019	5am to 11pm

For all transactions that require online payment: By entering your credit card information and submitting for payment you are authorizing Denver Parks & Recreation to process your payment. If full payment is not received, Denver Parks & Recreation reserves the right to cancel any membership, permit, or activity enrollment. Any questions about using your card online should be directed to your bank or financial institution.

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click [Continue](#)


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

- The next pages will require payment information. Please follow the prompts.
- After your reservation request has been submitted and payment information has been entered, an email notification will be sent to you, indicating your request is either:
  - a. **Approved** - Please print your permit and keep it on your person at all times during your picnic. Please review park [rules and regulations](#) which you will also receive with your final permit. Permit change requests can be made by contacting the Parks Permit Office at 720.913.0700 or [park.permits@denvergov.org](mailto:park.permits@denvergov.org). Please reference your permit number when calling or emailing. Also, note that a **\$10 processing fee** will be assessed to the permit if changes are needed.
  - b. **Denied/Cancelled** - Please contact the Parks Permit Office at 720.913.0700 or [park.permits@denvergov.org](mailto:park.permits@denvergov.org) to be refunded.

## To access a copy of your Permit

Home > My Account

### Account Options for Jane Smith

 **Jane Smith** [Edit](#)

Birth date: Oct 25, 1981  
123 St Denver, CO 80123

[Password And Security Info](#) [Change Answers To Questions](#)


#### Payment and Order Management

- [Change Auto-Charge Payments](#)
- [Gift Certificate List](#)
- [Saved Credit Cards](#)
- [Transaction and Payment History](#)

Click on **"My Account"** in the top-right corner

Under **"Payment & Order Management"**, click **"Transaction & Payment History"**

Found 2 results

 <b>Reservation</b>	\$0.00
No. 3095564.001	
Family Picnic	
Aug 24, 2020 5:55 PM Jane Smith	
<b>Permit</b>	\$0.00
No. 1208806.001	
Created Permits #R60134	
Aug 24, 2020 5:55 PM <b>Jane Smith</b>	

On the next page, **"Reservation"** link with the relevant description of your event

## Transaction Detail

### Permit Transaction

Description	Created Permits #R54952
Customer	Jane Smith 123 Street Denver, CO 80202
Activity	--
Permit Number	<b>R54952</b>
Receipt Number	3066300.017
Membership	--
Transaction Date	Jan 14, 2020 11:49 AM

Click the **"Permit Number"** to view and print permit

### Trouble Shooting:

Error message: “No results match your criteria”

### **Reservation: Facility / Equipment Search**

**No results match your criteria.**

Please use the fields below to find facilities/equipment for your event.

- This message is typically caused by one of two situations:
  - The “Number of Guests” entered in “Attendance” on the “**Reservation Event Information**” page exceeds the capacity limit of the requested site(s).
    - Please note that capacities cannot be exceeded. Please see the [inventory list](#) for all site capacities.
  - “Equipment” or “Location” has been selected on the “**Reservation: Facility/ Equipment Search**” page (page 3)