



City of Philadelphia Department of Licenses and Inspections

Promoter Registration

Fee: \$40.00

The Promoter Registration fee is a one-time fee payable prior to the first promoted event.

WHEN COMPLETED, MAIL TO:

DEPARTMENT OF LICENSES AND INSPECTIONS
CUSTOMER CARE UNIT, PUBLIC SERVICE CONCOURSE
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102-1687

USE A SINGLE CHECK OR MONEY ORDER FOR ALL FEES,
PAYABLE TO "CITY OF PHILADELPHIA"

PROMOTER REGISTRATION NUMBER (OFFICE USE ONLY):

1. REGISTRATION TYPE: INITIAL UPDATE

PROMOTER REGISTRATION INFORMATION

2. NAME OF BUSINESS		3. BUSINESS OWNER (FULL NAME)	
4. MAILING ADDRESS (PO BOXES ARE NOT ACCEPTABLE)			
5. WORK PHONE NUMBER	6. MOBILE PHONE NUMBER	7. E-MAIL ADDRESS	
8. COMMERCIAL ACTIVITY LICENSE NUMBER		9. WEBSITE (IF ANY)	
10. APPLICATION CERTIFICATION			
<p><i>I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law.</i></p> <p>Applicant Signature _____ Date _____</p>			

How to Complete the Promoter Registration Form

For more information call 311 or (215) 686-8686

The Promoter Registration form must be completed and approved to become a registered promoter in the City of Philadelphia, in accordance with Ordinance 100267-AA. The \$40.00 registration fee is payable, providing the applicant's Commercial Activity License is active and unrevoked.

1. Registration Type. If this is your initial Promoter Registration, check the "INITIAL" box as the Registration Type. YOU ARE REQUIRED TO KEEP YOUR REGISTRATION WITH THE DEPARTMENT UP-TO-DATE. Please use this same form, and check the "UPDATE" box as the Registration Type. There is no additional fee required.

2. Name of Business. Provide the legal name of the organization to which the Promoter Registration is to be issued. Full legal name must be used. Abbreviations cannot be accepted.

3. Business Owner. Provide the full legal name of the person to whom the Promoter Registration is to be issued. Full legal name must be used; initials and last name cannot be accepted.

4. Mailing Address. Provide the full address for the organizations. PO Boxes cannot be accepted.

5, 6. Work and Mobile Phone Number. Provide the owner's work or office phone number and mobile phone number.

7. E-Mail Address. Provide the owner's email address. This is required to complete the registration.

8. Commercial Activity License. Provide the OWNER'S Commercial Activity License. This number will be cross referenced to the Promoter Registration Number. If you do not have a Commercial Activity License, you must apply for one prior to requesting a Promoter Registration number.

10. After completing the form, please sign and date it and submit to the address provided along with any fees due.



City of Philadelphia Department of Licenses and Inspections

Promoted Event Notification

Please read instructions attached to this form.

WHEN COMPLETED, MAIL TO BOTH ADDRESSES:

Police Administration Bldg.
Room 313
750 Race Street
Philadelphia, PA 19106

L&I Customer Care Unit
Public Service Concourse
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102

PROMOTED EVENT INFORMATION

1. PROMOTER REGISTRATION NUMBER:

2. EVENT NOTIFICATION TYPE: INITIAL UPDATE

3. PROMOTER BUSINESS NAME

4. PROMOTER (FULL NAME)

5. MAILING ADDRESS (PO BOXES NOT ACCEPTABLE)

6. COMMERCIAL ACTIVITY LICENSE #

7. SPECIAL ASSEMBLY OCCUPANCY LICENSE #

8. MOBILE PHONE #

9. EVENT LOCATION (INCLUDE ADDRESS, FLOOR, SECTION AND/OR OTHER INFORMATION DESCRIBING PHYSICAL LOCATION)

10. DATE OF EVENT

11. STARTING TIME

12. DURATION OF EVENT

13. EVENT TYPE

14. LAWFUL OCCUPANCY OF VENUE

15. ANTICIPATED # OF ATTENDEES

16. PRIVATE SECURITY OF SITE DURING EVENT?

YES NO

17. IF YES TO 16, THE NAME OF PERSON IN CHARGE

18. IF YES TO 16, MOBILE PHONE OF PERSON IN CHARGE

19. IF YES TO 16, WILL SECURITY BE ARMED?

YES NO

The **Promoted Event Information** form must be completed and submitted **two weeks prior** to the start of **EACH** promoted event in the City of Philadelphia. The **Special Assembly License Holder** is responsible for updating the Police Department when there are changes to the information above, including cancellation of the event.

10. APPLICATION CERTIFICATION

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law.

Applicant Signature _____

Date _____



Promoted Event Notification Form Instructions

For help or answers to questions call 311 or (215) 686-8686

The Promoted Event Notification form must be completed and submitted to both the Philadelphia Police Department and the Department of Licenses and Inspections in person or via US Mail **at least two (2) weeks prior to the event.**

1. **Promoter Registration Number.** Fill in the Promoter's Promoter Registration Number.
2. **Event Notification Type.** If this is the initial Promoted Event Notification for the event, please check the INITIAL box as the Notification Type. If this is an update to a previously filed Promoted Event, please check the UPDATE box as the notification type. **The Special Assembly License is required to keep the promoted event notification up-to-date.**
3. **Promoter Business Name.** Fill in the legal name of the organization to which the Promoter Registration has been issued. Full legal name must be used.
4. **Promoter.** Fill in the legal name of the person to whom the Promoter Registration had been issued. Full legal name must be used; initials and last name cannot be accepted.
5. **Mailing address.** Fill in the full legal address for the Promoter's organization. PO Boxes cannot be accepted.
6. **Commercial Activity License.** Fill in the Promoter's Commercial Activity License number.
7. **Special Assembly Occupancy License.** Fill in the Special Assembly Occupancy License for the venue.
8. **Mobile Number.** Fill in the Promoter's mobile phone number.
9. **Location of Event.** Fill in the complete location information for the event, including address, floor, section, or other information describing the physical location of the event.
10. **Date of Event.** Fill in event date.
11. **Starting Time.** Fill in event starting time.
12. **Duration of Event.** Fill in the event's expected duration.
13. **Type of Event.** Fill in the type of event. For example: a Dance, Rave, or Concert.
14. **Lawful Occupancy of Venue.** Fill in the lawful occupancy of the venue from the Special Assembly Occupancy License.
15. **Anticipated Number of Attendees.** Fill in the anticipated number of persons who will attend the event based on the best possible information possible, including advance ticket sales and the number of attendees at similar events in the past.
16. **Private Security on Site during Event.** Check YES or NO to if a private security firm will be managing security and traffic concerns.

Questions 17, 18, and 19 only apply if a private security firm will be on location at the event.

17. **Name of Person in Charge.** Fill in the full name of the person who is in charge of the event security.
18. **Mobile Phone of Person in Charge.** Fill in the mobile number of the person in charge of the event security.
19. **Will Security be Armed?** Check YES or NO to if private security personnel will be armed.

After completing the form, please sign and date it and submit to the addresses provided on the Promoted Event Notification Form.



**Written Agreement Between Registered Event Promoter and
Special Assembly Occupancy License Holder**

**Completed and signed agreement must be mailed to the addresses on instruction sheet and be
presented to ANY City or State law enforcement officer or agency upon request.**

1. SPECIAL ASSEMBLY OCCUPANCY LICENSE NUMBER		2. PROMOTER REGISTRATION NUMBER	
3. FULL NAME OF SPECIAL ASSEMBLY OCCUPANCY LICENSEE		4. FULL NAME OF PROMOTER	
5. LICENSEE'S MOBILE PHONE NUMBER		6. PROMOTER'S MOBILE PHONE NUMBER	
EVENT NOTIFICATION INFORMATION			
7. DATE OF EVENT	8. STARTING TIME	9. DURATION OF EVENT	
10. DESCRIBE ANY LOCATION SPECIFICS			
11. PROMOTER WILL ASSUME OPERATIONAL CONTROL OVER THE FOLLOWING FOR THIS EVENT:			
<input type="checkbox"/> Maintaining Legal Occupancy Capacity		<input type="checkbox"/> Deployment and Supervision of Security Personnel	
<input type="checkbox"/> Crowd Control and Dispersal		<input type="checkbox"/> Other, Describe:	
12. OTHER STIPULATIONS AND AGREEMENTS FOR THE EVENT			

We the undersigned certify that the statements contained herein are true and correct to the best of our knowledge and belief. Further, we understand that if we knowingly make false statements herein we are subject to the possible revocation of any licenses issued as a result of our false statements and such penalties as prescribed by law.

SPECIAL ASSEMBLY OCCUPANCY LICENSE HOLDER

REGISTERED PROMOTER

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



City of Philadelphia

Department of Licenses & Inspections

Written Agreement between Promoter and Special Assembly Occupancy License Holder Instructions

For help or answers to questions call 311 or (215) 686-8686

The Written Agreement between Registered Event Promoter and Special Assembly License Holder ("Licensee") must be completed, signed, and dated by the Registered Promoter and the Special Assembly Occupancy Licensee. The completed and signed agreement must be available and produced upon request to any City or State law enforcement officer or agency. This form is stipulated by the City of Philadelphia Ordinance 100267-AA.

- 1. Special Assembly Occupancy License** - Fill in the Special Assembly Occupancy License number for the property.
- 2. Promoter Registration Number** - Fill in the Promoter Registration Number.
- 3. Full Name of Special Assembly Occupancy Licensee** - Fill in the full name of the person to whom the Special Assembly Occupancy License was issued.
- 4. Full Name of Registered Promoter** - Fill in the name of the person to whom the Promoter Registration has been issued.
- 5. Licensee's Mobile Phone Number** - Fill in the Special Assembly Occupancy Licensee's mobile phone number.
- 6. Promoter's Mobile Phone Number** - Fill in the Registered Promoter's mobile phone number.
- 7. Date of Event** - Fill in the event date.
- 8. Starting Time** - Fill in the event starting time.
- 9. Duration of Event** - Fill in the event's expected duration.
- 10. Describe any Location Specifics** - Fill in any specific event location details such as the specific floor(s) or areas the Promoter is assuming control over for the event.
- 11. Promoter will Assume Control over the Following for this Event** - Check which areas the Promoter will be assuming control over. If there is an area that is not listed, check the OTHER box and describe the area.
- 12. Other Stipulations and Agreements for the Event** - Fill in any additional information pertaining to the event and the Promoter's involvement.

NOTE: Make three copies of your completed, signed and dated agreement. Send the original to the Police Department at the address below. Send one copy to the Department of Licenses and Inspections at the address below. Both the Promoter and Special Assembly Occupancy Licensee should retain their own copies, which must be available and produced upon request to any City or State law enforcement officer or agency.

Philadelphia Police Department
750 Race Street
Room 313
Philadelphia, PA 19106

Dept. of License and Inspections
1401 John F. Kennedy Blvd
License Issuance, Public Service Concourse
Philadelphia, PA 19102