

**Office of Special Events**  
One Parkway Building  
1515 Arch Street – 15<sup>th</sup> Floor  
Philadelphia, PA 19102  
**Phone:** (215) 686-3488



**James F. Kenney, Mayor**  
Michael DiBerardinis, Managing Director  
Jazelle Jones, Director of Operations

[WWW.PHILA.GOV/MDO/SPECIALEVENTS](http://WWW.PHILA.GOV/MDO/SPECIALEVENTS)

## City of Philadelphia Special Events Application

**Application Fee: \$25.00**

(Check or money order only, payable to the City of Philadelphia. Cash is not accepted.)

### **General Information:**

**Planning an event? Please follow these steps to get a permit,**

Please read, complete, and submit the application below to request a special event permit. **Applications are required to be submitted (90) days in advance.** Applications submitted less than (90) in advance must include an additional \$30.00 late fee. Please plan accordingly. There is a \$25.00 non-refundable administrative processing fee for this form. **This form is not a permit.** The completion of the application does not constitute an automatic approval.

If your event is a demonstration, protest, or rally, please complete and submit the Demonstration Permit Application.

You are encouraged **NOT** to make any additional arrangements for your event until you have received an approval (permit) for your event.

Commercial Liability Insurance may be required by the City of Philadelphia's Risk Management Department. (Will be determined during the review process)

### **Other applications may be required i.e.,**

- City of Philadelphia Fire/Emergency Medical Services (EMS)
- Department of Health Temporary Special Events Application and Sponsor Application for any event that will be requesting permission to sell or sample food and/or beverages.
- Dept. of Parks & Recreation for the use of recreation centers, designated park areas, bleachers, or the Showmobile.
- Department of Licenses and Inspections for the sale of food or merchandise or for tents larger than 400 square feet.
- Streets Department issues permits for festivals and block parties in areas **not** controlled by Dept. of Parks & Recreation.

Refer to each application for the appropriate fees and mailing address. Failure to forward your application to the appropriate address will cause a delay in the process.

**Note:** Applicant is solely responsible for costs incurred for City services rendered for the event, i.e.,

- Police, Public Property, Licenses and Inspections, Sanitation, etc. A cost analysis will be provided prior to issuance of a fully executed permit when necessary.

If you have any questions regarding this process or need any additional assistance, please contact the Office of Special Events at 215-686-3488.

**Please remit payment by check or money order with your completed application(s). No cash will be accepted. Checks and/or money orders should be made payable to the "City of Philadelphia" unless otherwise stipulated.**



# City of Philadelphia Special Events Application

Please read and complete the 5 steps and return this portion of the application along with the required fee of \$25.00 **made payable to the City of Philadelphia**. Faxed copies of this application will not be accepted.

## Step 1. Event Information

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Specific Location Requested: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Set-Up Date/Time: \_\_\_\_\_ Breakdown Date/Time: \_\_\_\_\_

Hours of Event, If Athletic Event, Please Include Step off Time: \_\_\_\_\_

Alternate Date(s) and Location(s): \_\_\_\_\_

Estimated Attendance (Crowd Size): \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_

Non-Profit – If Yes, Please Verify Status:       No       Yes      If Yes, Tax ID# \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

On site Contact on Event Day: \_\_\_\_\_ Cell Number: \_\_\_\_\_

## Step 2. Additional Information – Privately Supplied Equipment & Services

### Amplified Sound

Any amplified sound is subject to the City of Philadelphia Noise Ordinance

List Hours (no sound may be used before 7am): \_\_\_\_\_

Vendor or Contractor providing the service: \_\_\_\_\_

### Stages

If you are planning to utilize staging, please describe:

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_

Vendor or Contractor providing the service: \_\_\_\_\_

### Tents

If you are planning to erect tents or canopies, please describe (*Single tents or canopies measuring over 400 square feet require a permit from the Department of Licenses and Inspections.*)

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Vendor or Contractor providing the service: \_\_\_\_\_



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## Step 2. Additional Information – Privately Supplied Equipment & Services (cont.)

### Vendors and Corporate Sampling or Product Giveaways

Will you be requesting a permit to sell and/or sample food/beverages?  No  Yes *\*If yes, Health Dept. permit required*

If yes, provide vendor names: \_\_\_\_\_

Are you willing to partner with a third-party emergency meal provider to donate excess food and/or beverages?  No  Yes  
*If yes, your phone number and email address will be shared with the [Philadelphia Food Access Collaborative](#)*

Will you be selling retail merchandise?  No  Yes *\*If yes, L&I license/permit required*

## Step 3. City Equipment & Services Requested

**Stage(s)** Quantity: \_\_\_\_\_ Size(s): \_\_\_\_\_ **Bunting?**  No  Yes **Color:** \_\_\_\_\_

**Showmobile (Parks & Recreation Mobile Stage – 16’x24’)** **With Sound?**  No  Yes

**Amplified Sound** (Please indicate below)

Portable PA System (Public Address w/ Small, Portable Speakers) Quantity: \_\_\_\_\_

PA System (Public Address w/ Overhead Horns) Quantity: \_\_\_\_\_

Small Sound System (2 Speakers - 1200 Watts) Quantity: \_\_\_\_\_

Medium Sound System (4 Speakers & Monitor – 2500 Watts) Quantity: \_\_\_\_\_

Philly Sound System (4 Speakers, 2 Monitors & Sub-Woofer – 7500 Watts) Quantity: \_\_\_\_\_

Concert Sound System (4 Speakers, 2 Monitors & 4 Sub-Woofers – 14,000 Watts) Quantity: \_\_\_\_\_

Podium Quantity: \_\_\_\_\_  CD Player Quantity: \_\_\_\_\_

Mult. Box (Press Plug-In) Quantity: \_\_\_\_\_

Microphone *\*Please specify “stand-up” or handheld\** \_\_\_\_\_ Quantity: \_\_\_\_\_

**Barricades** (Metal - Bike Rack Style; 8 Feet Long) Linear Feet: \_\_\_\_\_

**Generator** *\*Limit (1) Per Event\** Specifications: \_\_\_\_\_

**Electric Drop(s)** Quantity: \_\_\_\_\_ Specifications: \_\_\_\_\_

**DUE TO LIMITED AVAILABILITY AND HIGH DEMAND, CITY EQUIPMENT AND SERVICES WILL BE PROVIDED ON A FIRST-COME, FIRST-SERVED BASIS. COMPLETION OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL.**



# City of Philadelphia

## Special Events Application

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### Step 3. City Equipment / Services Requested (cont.)

- Bleachers**      Quantity: \_\_\_\_\_
- Philadelphia Fire Dept. EMS Coverage** (EMS coverage required if expected attendance is greater than 2,000 people)
- Street Cleaning** (Please specify before, after, or both) \_\_\_\_\_
- Trash / Recycling Pickup** (Please specify before, during, after, or all) \_\_\_\_\_
- Trash Bins**      Quantity: \_\_\_\_\_       **Recycling Bins**      Quantity: \_\_\_\_\_

**\*NOTE: APPLICANT IS SOLELY RESPONSIBLE FOR COSTS INCURRED FOR EQUIPMENT AND/OR SERVICES RENDERED IN CONNECTION WITH THE EVENT.**

### Step 4. PLEASE READ

No alcohol is permitted without the approval of the Office of Special Events and the PA Liquor Control Board. A copy of all permits must remain on-site for inspector's review. Applicants must apply with the City of Philadelphia and/or the Commonwealth of PA for alcohol, merchandise vending, food vending, and other sampling.

The City is unable to provide certain amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, and tents/canopies. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and tents/canopies for the event at the applicant's expense. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events in the City of Philadelphia.

Special Events cancellations or cancellation of requested services must be made in writing (10) days prior to the event. In the event of inclement weather, cancellations or requests to reschedule must be made in writing at least (48) hours prior to the event. Failure to provide written verification may result in the sponsor(s) being required to reimburse the City of Philadelphia for the agreed upon services.

**A certificate of insurance, addressed to the City of Philadelphia, Office of the Director of Finance, Risk Management Division, 1515 Arch Street - 14<sup>th</sup> Floor, Philadelphia, PA 19102 is required. The certificate must evidence General Liability Insurance, with a \$1,000,000.00 limit of liability, naming the City of Philadelphia, its officers, agents, and employees as additional insured, while specifically referencing the scheduled event. Each vendor and/or contractor must provide proof of insurance.**

### Step 5. Complete, Sign, and Date

By signing and submitting this Special Events Application, the sponsoring organization agrees to indemnify, defend and hold harmless the City of Philadelphia and its officers, employees, and agents from and against any and all loses, costs (including but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Event sponsor's act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit.

Legal Name of Organization: \_\_\_\_\_

Authorized Signer: (print name) and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **CITY OF PHILADELPHIA**

## **DEPARTMENTAL CONTACT GUIDE**

### **Managing Director's Office**

Office of Special Events

1515 Arch Street – 15<sup>th</sup> Floor

Philadelphia, PA 19102

**Phone:** 215-686-3488

<http://www.phila.gov/MDO/SpecialEvents/Pages/default.aspx>

### **Philadelphia Department of Parks & Recreation**

Special Events Office

4300 S. Concourse Drive

Philadelphia, PA 19131

**Phone:** 215-685-0060

<http://www.phila.gov/parksandrecreation>

### **Philadelphia Health Department**

Office of Food Protection

321 University Ave, 2<sup>nd</sup> Floor

Philadelphia, PA 19104

**Phone:** 215-685-7495

<http://www.phila.gov/health/foodprotection.html>

### **Philadelphia Department of License and Inspections**

License Issuance Unit – PSC

1401 JFK Blvd, Concourse Level

Philadelphia, PA 19102

**Phone:** 215-686-8686

<http://www.phila.gov/li>

### **Philadelphia Department of Streets**

Right-of-Way Unit

1401 JFK Blvd – 9<sup>th</sup> Floor

Philadelphia, PA 19102

215-686-5501

<http://www.philadelphiastreet.com/>