



CITY OF PHILADELPHIA  
SPECIAL EVENTS REVIEW COMMITTEE  
**Special Events Policy Overview**

Effective May 1, 1993, the City of Philadelphia instituted a new Special Events policy. This policy is designed to provide effective coordination of the hundreds of special events held in the City of Philadelphia each year, while allowing City government to recapture some of the high costs of staging such events.

**I. Types of Events Covered.**

The events included under this policy include public or private events of less than a week's duration, held wholly or partially on City owned or maintained property. Commercial block parties are covered, as are most events in Fairmount Park. Neighborhood residential block parties are not covered, and will continue to have a separate application process.

This policy also does not cover events at Penn's Landing, Independence National Historical Park, and commercial shows and exhibits held at indoor private facilities.

**II. Event Application Procedure.**

A sponsor wishing to obtain a special event permit must observe the following procedure:

**1. Application.** At least 75 days prior to the first day of the event, submit a completed "Application For Special Events Permit" to the Special Events Review Committee at the following address:

**Special Events Review Committee  
1515 Arch Street, 12th Floor  
Philadelphia, PA 19102**

A check or money order for \$20.00 must accompany each application. Applications submitted within 75 days of the event must include an additional \$25.00 late fee.

The completed Application must include a description of the event, sponsor contacts, a description of City services requested, federal nonprofit corporation number (if applicable), and information on the sponsor's insurance. **All events must have proper insurance coverage, as determined by the City's Risk Manager.**

**2. Street Closings.** If the special event will include a street closing, an application for a street closing permit must also be submitted to the Department of Streets 75 days prior to the first day of the event, at the following address:

**Department of Streets  
MSB, 9th Floor  
Philadelphia, PA 19102**

**A check or money order for \$50.00 per block must accompany each application. Applications submitted within 75 days of the event must include an additional 25.00 late fee.**

**3. Application Review.** The Special Events Review Committee will review the application and determine whether to approve the event based on pre-set criteria set forth in Mayor's Executive Order No. 6-93.

**4. Costs and Fees.** If approved, the Committee will present the sponsor with a list of requirements that must be met prior to the event. This may include security and sanitation requirements, EMS services, reimbursement for City costs and fees, property rental fees, and insurance and bonding requirements. At least 10 days before the event, the sponsor must post a bond or cashier's check in the amount of the estimated cost of City services and other sums due the City for the event.

**5. Vendor License.** If the event is to include sales of goods or food, at least 10 days prior to the first day of the event, the sponsor must submit a list of all participating vendors and a Special Events Vendor License application for each vendor authorized to sell at the event and not holding a current City vendor license. A licensed City vendor must also submit an application if he will sell items different from those he is authorized to vend, or if his current license otherwise does not allow him to sell at the special event. Each vendor license application must be accompanied by a \$75.00 fee (\$125.00 if submitted within 10 days of the event). Vendors selling food may also need prior approval from the City's Health Department.

**6. Reimbursable Expenses.** The City must be reimbursed for certain fees and charges, depending on the profit or nonprofit character of the event.

**All sponsors:** In addition to the application fees, all event sponsors must pay rental fees for any and all equipment provided by the City for the event. The fees are set annually by City Departments and set forth on a schedule available to all sponsors. The sponsor must pay repair and/or replacement costs for all equipment lost, stolen, or not returned in an acceptable condition.

**Profit Special Events:** All sponsors, except those planning a "Nonprofit Special Event" (As defined below), must reimburse the City for all personnel cost expended for the event over and above normal City staffing levels at the time of the event. Reimbursable costs include expenses for Police, public health, sanitation, and Department of Public Property personnel.

For example if the Police Department normally has two officers in the area where an event will be held, but must assign five officers to that area because of the event, the sponsor must pay the cost of the additional three officers. In addition, if an event location is one for which the City or Fairmount Park Commission charges rent, sponsors must pay the rental fee prior to the event.

**Nonprofit Special Events:** An event is a "Nonprofit Special Event" if it (a) is sponsored by a "Public Interest" (i.e., a tax-exempt organization or a community group with 25 or more City residents that earns no profit), and (b) contributes 90% or more of its gross revenues to a Public Interest Organization. Certain sponsors of Nonprofit Special Events may be excused from paying other City fees, upon providing to the Special Events Committee's satisfaction that they are truly unable to pay those fees.

### **III Conclusion.**

The information contained in this policy overview is intended to summarize the City's new Special Events policy. Sponsors are urged to review the Mayor's Executive Order No.6-93, which sets forth the entire new policy in detail. Questions or comments about the Special events policy may be directed to the Special Events Review Committee.

# Carnival Policy for Fairmount Park Commission

The sponsoring organization must submit an application for a license to conduct the carnival and a current Financial Report to the Executive Director detailing prior year activities and events 90 days prior to their upcoming Carnival until receipt of said financial report.

Within one (1) week of completion of any carnival held on Fairmount Park property the Licensee must submit to the Executive Director a signed report from the Carnival Operator detailing gross revenues from the Carnival and the percentage (%) distribution or other payment to the sponsoring organization. Fairmount Park shall not release the Licensee's security deposit until receipt of said report.

## Guidelines for Report or Presentation to the Fairmount Park Commission

### Getting onto the Agenda

The Executive Director of Fairmount Park first reviews all matters that will be reported and/or presented to the Fairmount Park Commission.

Following review approval by the Executive Director, submit twenty-four (24) copies of your proposal, overall size 8-1/2" x 11", to the Office of the Commission Secretary, Fairmount Park Commission, Memorial Hall, West Park, PO Box 21601, Philadelphia, PA 19131-0901. This proposal should contain ALL pertinent information. Handouts of additional material at the committee meeting will not be permitted.

Your complete package of information must be received in Memorial Hall by:

To be on the agenda for the meeting of:

January 11, 2002	February 13, 2002
February 8, 2002	March 13, 2002
March 8, 2002	April 10, 2002
April 12, 2002	May 8, 2002
May 10, 2002	June 3, 2002
August 9, 2002	September 11, 2002
September 13, 2002	October 9, 2002
October 11, 2002	November 13, 2002
November 8, 2002	December 11, 2002
December 13, 2002	January 8, 2003

A copy of your request or proposal will be mailed to the Commissioners with the preliminary agenda. You will be sent notice of the time and date of your review before the appropriate committee of the Commission.

### At the Committee Review Hearing

Unless otherwise specified, meetings are held in the Committee Meeting Room of Memorial Hall in West Fairmount Park. Plan to arrive a few minutes before the call to order stated on your invitation. Enter the Committee Meeting Room and be seated. NOTE WELL: If your presentation will be supported by a scale model or oversized display boards, these items MUST be set up before the first meeting begins. Contact the Commission Secretary at (215) 685-0016 not less than two (2) days before the meeting to make arrangements for set up.

If, for good reason, you must change the data originally sent to the Commission, contact the Commission Secretary at (215) 685-0016 not less than two (2) days before the meeting to make arrangements for set up.

If, for good reason, you must change the data originally sent to the Commission, contact the Commission Secretary at (215) 685-0016 not less than two (2) days before the next meeting. You will need to provide twenty-four (24) copies of the revised data to the Secretary before the first meeting begins. Park staff will provide the Commissioners with that data at an appropriate time.

### Use of JFK Plaza

Organizations using JFK Plaza must observe the following rules and regulations:

No Sales or vending without permission from the Fairmount Park Commission.

No Food distribution or consumption is permitted in JFK Plaza.

No Parking of vehicles of any type on the plaza or sidewalk of JFK Plaza.

No tenting of any kind requiring stakes or weights. (Exception would be a free standing canopy with proper permit from the Department of Licenses and Inspections.)

No hanging of banners on light posts, trees or other structures in JFK Plaza.

Amplified sound or music must be kept to a minimum volume as not to disturb residents or businesses in the area of JFK Plaza.

There is a 1:00 AM curfew in all of Fairmount Park except in community parks where a dusk curfew is imposed.

Parking along curbsides must be approved by the Philadelphia Police Department and Managing Director's Office.



Return Only This Form, Check & Ins. Cert. To:  
**Fairmount Park Commission**  
**Special Events Permit Request**



Event Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Date of Event \_\_\_\_\_  
(NO RAIN DATES)  
Event Sponsor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Event Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approx. Size of Crowd (Participants) Spectator \_\_\_\_\_  
Time of Set-up and Clean-up From \_\_\_\_\_ to \_\_\_\_\_  
Time of Event \_\_\_\_\_  
Location of Event \_\_\_\_\_  
Request of Park Service \_\_\_\_\_  
\_\_\_\_\_

If a registered Non-profit organization, please indicate your Non-profit status and ID number below:  
\_\_\_\_\_

A Certificate of insurance is needed for this event; please attach a copy of the insurance certificate naming the City of Philadelphia and the Fairmount Park Commission as additionally insured,  
Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Amount \_\_\_\_\_

**Attach the insurance certificate along with a Non-refundable check in the amount of \$20.00 made payable to:**

**FAIRMOUNT PARK COMMISSION**  
Mail the completed form to:  
**Joseph Callan**  
**Memorial Hall - West Park**  
**P.O. Box 21601**  
**Philadelphia, PA 19131-0901**  
**(Fairmount Park will not forward applications to other City Departments.)**



**CITY OF PHILADELPHIA**  
 APPLICATION FOR  
**Special Events Permit**

Event Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Date of Event \_\_\_\_\_  
 Event Sponsor \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Event Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Time of Event- From \_\_\_\_\_ To: \_\_\_\_\_ Rain Date \_\_\_\_\_  
 Location & (Approx. Size of Crowd) \_\_\_\_\_  
 Description of Services requested \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If a registered Non-profit organization, please indicate your Non-profit status and ID number below:  
 \_\_\_\_\_

A Certificate of insurance is needed for this event; please attach a copy of the insurance certificate naming the City of Philadelphia as additionally insured,  
 Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Amount \_\_\_\_\_

**Attach the insurance certificate along with a Non-refundable check in the amount of \$20.00 made payable to:**

**CITY OF PHILADELPHIA**  
 Mail the completed form to:  
**SPECIAL EVENTS REVIEW COMMITTEE, CITY REPRESENTATIVE**  
**1515 ARCH STREET, 12TH FLOOR**  
**Philadelphia, PA 19102**

**To provide additional information, please use other side of this form.**



CITY OF PHILADELPHIA  
SPECIAL EVENTS EMERGENCY MEDICAL SERVICES PLAN  
**Philadelphia Regional Emergency Medical Services**

- I. Type of Event: \_\_\_\_\_  
(e.g., Concert, Footrace, Bike race, or ride, Sporting Event, Cultural Event, Large Picnic, etc.)
- II. Location of Event: \_\_\_\_\_  
(e.g. City Streets, Stadium, Park, etc.)
- A. Anticipated Attendance: \_\_\_\_\_  
(Please include participants, spectators, and all workers/volunteers)
- B. Length of Event: \_\_\_\_\_  
(Hours of operations)
- C. Dates(s) of Event: \_\_\_\_\_  
(e.g., June 1, 1996, June 1, to 6, 1996, or every Saturday in June)
- III. Sponsoring Agency: \_\_\_\_\_
- A. Address: \_\_\_\_\_
- B. Telephone Contact: \_\_\_\_\_
- IV. Event EMS Director: \_\_\_\_\_
- V. Supervisory Physician: \_\_\_\_\_  
(if required)

Please fill-out completely and return this form to the following address:

**EMERGENCY MEDICAL SERVICES**  
**Philadelphia Fire Department Fire Administration Building**  
**240 Spring Garden Street**  
**Philadelphia, PA 19123-2991**  
**Phone 215-686-1315**  
**Fax 215-686-1321**

**Must be completed 60 days before the event date.**



CITY OF PHILADELPHIA  
PHILADELPHIA POLICE DEPARTMENT  
**Request for Service Application**

**Please contact Sgt. Abbott  
or  
Sgt. McCabe  
at the 92nd District  
for  
Request of Service applications.  
215-685-2141/42  
215-685-2144 Fax**