



**City of Philadelphia**  
Mayor Michael Nutter, Mayor

**Richard Negrin**  
*Managing Director*

# **City of Philadelphia Demonstrations Permit Application**

**Application Fee:**  
**\$20.00**  
**(Check or Money Order Only)**

**Managing Director Office**  
**MSB # 1430**  
**Philadelphia, PA 19102**  
**Phone 215-686-3488**  
**Fax 215-686-3479**

**Follow these steps to get your permits:**

The City of Philadelphia has designated areas for your event. Events of 75 people or more must secure a permit to insure access to the space.

You are encouraged not to make any additional arrangements for your event until you have received permit approval from the City of Philadelphia.

Return the completed application to the Managing Director Office.

Forms of payment include: check, cashiers check, and money orders.

**Cash will not be accepted.**

# City of Philadelphia

## Demonstrations Permit Application

Please complete the following 3 steps and return this portion of the application along with the any required fees.

### Step 1. Please Provide Event Information

Name of the event \_\_\_\_\_  
Specific location requested \_\_\_\_\_  
Date(s) of event \_\_\_\_\_ Set date/time \_\_\_\_\_ Breakdown date/time \_\_\_\_\_  
Alternate date(s) and location(s) \_\_\_\_\_  
Hours of event, if athletic event, please include step off time \_\_\_\_\_  
Estimated attendance \_\_\_\_\_  
Name of individual or organization \_\_\_\_\_  
Non-profit, if yes please attach current verification of 501 © 3 status. Yes No  
Street address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Event Coordinator \_\_\_\_\_  
Daytime phone number \_\_\_\_\_ Fax number \_\_\_\_\_  
E-mail address \_\_\_\_\_  
On site contact on event day \_\_\_\_\_

### Step 2. Additional Information

**Amplified Sound** (requires insurance naming the City of Philadelphia as additionally insured. **There will be a charge for city equipment**) Any amplified sound is subject to the City of Philadelphia Noise Ordinance  
Please describe and list hours \_\_\_\_\_

**Stages** (requires insurance naming the City of Philadelphia as additionally insured. **There will be a charge for city equipment**) If you are planning to use stages, please describe.  
Quantity \_\_\_\_\_ Sizes \_\_\_\_\_

#### Tents

If you are planning to erect tents or canopies, please describe.

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

#### Alcohol

Alcohol is strictly prohibited

#### Vendors and Corporate Sampling or Product Giveaways

Will you be requesting a permit to vend food or merchandise or sample any products? Yes no  
Will you be selling retail merchandise? Yes no  
Are you requesting permission to provide event participants with food or merchandise giveaways? Y or N

### **Step 3. Read and Sign**

All Permits Are Subject to the Following Provisions.

A copy of the permit must remain on-site for inspector's review.

You must also apply with the City of Philadelphia for vending, food vending, and other sampling.

City of Philadelphia is not able to provide amenities such as port-a-johns/portable washrooms, tables, chairs, medical services or other support materials and services.

The applicant is required to secure port-a-johns/portable washrooms, trash boxes, and any need medical plan for event.

Any single tent or canopy measuring over 90 square feet requires a permit from the City of Philadelphia Dept. of License And Inspections.

Cancellations must be made in writing prior to the event.

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**Signature**

**Date**