

Managing Director's Office
1401 JFK Blvd.
Municipal Service Building , Suite 1430
Philadelphia, PA 19102
Phone: 215-686-3488
Fax: 215-686-3479



City of Philadelphia
Michael A. Nutter, Mayor
Richard Negrin, Esquire,
Managing Director

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. If applying online, submit payment by mail using the address listed to the left.)

General Information About Special Events:

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 make note of such on the description line of Step 1 as the request will be processed in 5-7 days. The event organizer will be notified by U.S. Mail when the application is approved or disapproved.

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 for the sale or distribution of food.
- Recreation Department Permit for the use of Recreation Centers, designated park areas, bleachers, or the Showmobile
- Department of Licenses and Inspections for a Parade Permit, the sale of merchandise or for tents larger than 200 square feet
- Streets Department issues permits for Festivals and Block Parties in areas **not** controlled by Fairmount Park
- Fairmount Park for designated park space

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 and invoice will be provided prior to the issuance of a fully executed permit.

If you have any questions regarding this process or need any additional assistance, please contact Jazelle Jones, Deputy Managing Director of Operations, Mechelle Sabb, Assistant Managing Director, or Robert Allen, Special Events Coordinator at 215-686-3488.

Please remit payment by check or money order with your completed application(s). No cash will be accepted.



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

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 use stages, please describe requirements.

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 200 square feet require a permit from the Department of Licenses and Inspections.)

Quantity: _____ Sizes: _____ Total Square Feet: _____

Vendor or Contractor providing the service: _____



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 2. Additional Information – Privately Supplied Equipment (cont.)

Vendors and Corporate Sampling or Product Giveaways

Will you be requesting a permit to vend food, or distribute samples of any food products? No Yes
(Health Department permit required)

If yes, provide vendor names: _____

Will you be selling retail merchandise? _____ No Yes
(License and Inspection permit required)

Step 3. City Equipment / Services Requested

Stage(s) Quantity: _____ Size(s): _____

Bunting (Drapery) Quantity: _____ Color: _____

Amplified Sound (Please indicate below)

PA System Quantity: _____

Small Sound System Quantity: _____

Medium Sound System Quantity: _____

Large Sound System Quantity: _____

Philly Sound System Quantity: _____

Podium Quantity: _____

Mult. Box Quantity: _____

CD Player Quantity: _____

Microphone (Please specify "stand-up" or handheld) _____ Quantity: _____

Electrical Power (Please indicate below)

Small Generator Quantity: _____ Electric Drop Quantity: _____

Large Generator Quantity: _____

Barricades (Metal - Bike Rack Style) Linear Feet: _____



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 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 City services rendered for the event.**

Step 4. Please Read

No alcohol is permitted without the approval of the Liquor Control Board. A copy of the permit 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 amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, or medical services. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and any medical needs 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. 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 - 14th 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, it's officers, agents, and employees as additional insured, while specifically referencing the scheduled event.** Each vendor 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 it's 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: _____