



Applications must be received 45 days prior to requested date.*

Complete the following five steps. Faxed or E-mailed applications will not be processed.

STEP 1. Select Type of Permit

One Day Bus Permit (One Time Use) - \$ 50 per permit * (Restrictions may apply)

Seasonal Bus Permit (Six dates within one year) - \$200 per permit * (Restrictions may apply)

* Applications submitted less than 45 days in advance are subject to a 50% increase in stated cost.

All checks returned for insufficient funds will incur additional charges.

STEP 2. Provide Driver and Insurance Information

Driver Name _____ Company _____

Street Address _____

City _____ State _____ Zip code _____

Phone number _____ Fax number _____

Year of Vehicle _____ Make _____ Model _____

Insurance Company _____ Policy # _____

STEP 3. Provide Date(s) and Destinations

One Day Bus Permit Date _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

Seasonal Bus Permit (Six Dates)

1. _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

2. _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

3. _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

4. _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

5. _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

6. _____ Hours (from - to) _____

Destination(include all stops and roads travelled) _____

STEP 4. Read and Sign (please initial all Xs)

A copy of the permit must remain in the vehicle at all times.

Permits are non transferable and non-refundable. Refunds will not be granted for inclement weather. **X** _____

Additional fees may be charged for rescheduling or a late charge for less than 45 days processing time. **X** _____

Applicant shall ensure that no one shall drive or park vehicles on grass areas, athletic fields or service roads. **X** _____

In accordance with a Mayoral Executive Order that became effective December 18, 2019, smoking and vaping is prohibited on all outdoor City property, including all parks and recreation centers managed by the Philadelphia Department of Parks and Recreation (PPR). The permit holder is obligated to ensure that all its event participants and spectators comply with this prohibition. The permit holder is solely responsible for all violations of this prohibition. **X** _____

Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of Philadelphia and the laws of the Commonwealth of Pennsylvania. **X** _____

Applicant agrees to indemnify and hold harmless the City of Philadelphia and the Philadelphia Parks & Recreation department from any liability to any person resulting from any property damage or personal injury occurring in connection with this permit. **X** _____

I do solemnly swear (or affirm) that all given statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.

Signature of applicant

Date

STEP 5. Submit the Application

Return the completed form along with a check or money order, payable to FAIRMOUNT PARK. Applications will not be processed without the proper payment. All checks returned for insufficient funds will incur additional charges.

Philadelphia Parks & Recreation
Special Events Office, CASE Bldg.
4300 South Concourse Drive
Philadelphia PA, 19131
Phone: (215) 685-0060