

## EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS



PHILADELPHIA  
PARKS & RECREATION

**Jim Kenney**  
Mayor  
City of Philadelphia

**Kathryn Ott Lovell**  
Commissioner  
Philadelphia Parks & Recreation

# Philadelphia Parks & Recreation

## Event Permit Application

### Friends and Community Groups

# 2020



*Movie Night Series at Penn Treaty Park*

Updated March 2020

Please email [parksandrecevents@phila.gov](mailto:parksandrecevents@phila.gov)  
with questions about your event.

**Philadelphia Parks & Recreation**  
Office of Stewardship  
1515 Arch Street, 10<sup>th</sup> Floor  
Philadelphia, PA 19102  
215-683-3679  
[www.phila.gov/ParksandRecreation](http://www.phila.gov/ParksandRecreation)

This application is intended for the exclusive use of *“Friends of Park”* groups and community groups conducting non-ticketed public events with fewer than 500 attendees. This application should not be used for athletic events such as races, walks, 5K runs, yoga, or soccer.

1. **“Friends of Park”** groups are those park volunteer groups officially registered with the Philadelphia Parks & Recreation Stewardship Office.
2. **Community Groups** are any agency or organization whose primary mission is to support the general business, commercial or residential interests of the community surrounding the PPR property, (e.g. community development organizations, churches, civic associations, school groups, town watches, and other similar organizations).

**All other entities must submit an *“Events and Festival”* application, also available on our website.**



### EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS

Complete this application, sign and submit to the Office of Stewardship along with a \$25 application fee made payable to "Fairmount Park" at least 30 days in advance of the planned event. Applications submitted less than 30 days prior to the event require an application fee of \$50. NO applications will be accepted less than 10 days prior to an event. Application fees are non-refundable.

### Event Information

Event Name \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Park Name \_\_\_\_\_ Exact Location in the park \_\_\_\_\_

Detailed description of the event \_\_\_\_\_  
\_\_\_\_\_

Which of the following terms best describe your event? (check all that apply)  Music  Movie  Family  Concert Series  Cultural  Holiday  Market  Other

### Organizational Information

Name of Friends or Community Group \_\_\_\_\_ Organizational Phone Number ( \_\_\_\_\_ )

Official Organizational Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Is your organization a registered non-profit organization?  Yes  No

### Event Contact Information

Event Coordinator Name (Coordinator will be on site the day of event) \_\_\_\_\_

Daytime Phone Number ( \_\_\_\_\_ ) Cell Phone ( \_\_\_\_\_ )

Email address \_\_\_\_\_

### Requested Schedule

Day(s) and Date(s) of event \_\_\_\_\_ Rain date request\* \_\_\_\_\_

Setup Time Start \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event Finish Time \_\_\_\_\_ Breakdown Time End \_\_\_\_\_

### Additional Information

Will you be renting portable toilets?  Yes  No (All portable toilets must be placed on cement surfaces) If yes, how many? \_\_\_\_\_

Will you be selling or distributing food or merchandise at the event?  Yes  No

Do you plan on using amplified sound?  Yes  No

If yes, please reference the Other Agencies and Services section on page 4 of the application Amplified sound is subject to the City of Philadelphia Noise Ordinance. Amplified sound is not permitted before 9 am or after 9 pm and is limited to no more than six hours. PPR does not provide sound systems. Sound cannot leave the boundaries of the park. Speakers must be turned away from residences. Use of amplified sound may impact the cost of insurance.

\*Applicant may indicate one rain date per event. Rain dates for Saturdays must be the next day. Applicant will be notified if the proposed rain date is not available.



# EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS

## SECURITY DEPOSIT AND STAFF SUPPORT SERVICES

Special Events may require professional support services. These services, along with related fees, are outlined below. Fees for the selected services must be submitted at the same time as the application fee and, if you are a Community group, the security deposit. Please check the box for any service(s) required for your special event. **All staff support services are optional. Payment must be received at the time of application in order to schedule any staff services.**

### Cancellation Policy

All cancellations or reschedules for reasons other than weather must be made at least 48 hours in advance of the date of the event.

### Required Security Deposit for Community Groups

A security deposit is required for events being hosted by community groups. It is fully refundable upon successful post-event cleanup and no report of damages. The fee is determined by the scope of your event. Refunds will be issued within 60 days of your event. Please check the appropriate rate for your event where any of the listed criteria apply.

<input type="checkbox"/> <b>Permit Level 1: \$250 security deposit:</b>	<input type="checkbox"/> <b>Permit Level 2: \$500 security deposit:</b>	Amount included
<ul style="list-style-type: none"> <li>Fewer than 200 people</li> <li>No performance staging</li> </ul>	<ul style="list-style-type: none"> <li>200 people or more</li> <li>Performance Staging</li> </ul>	\$

### Electricity Services (optional)

Weeknights & Saturdays	Sundays	Requested Days & Times for PPR-provided electricity	Amount included
<ul style="list-style-type: none"> <li>Up to four (4) hours = <b>\$180</b> <i>Maximum 3-hour event</i></li> <li>Over 4 hours = <b>\$360</b> <i>For up to two consecutive days</i></li> </ul>	<ul style="list-style-type: none"> <li>Up to four (4) hours = <b>\$240</b> <i>Maximum 3-hour event</i></li> <li>Over 4 hours = <b>\$480</b> <i>For up to two consecutive days</i></li> </ul>		\$

### Grounds Maintenance Fees (optional)

Weeknights & Saturdays	Sundays	Requested Days & Times for PPR-provided maintenance	Amount included
Up to 4 hours = \$160 Over 4 hours = \$320	Up to 4 hours = \$215 Over 4 hours = \$430		\$

*For official PPR staff use only – Checks Received*

Check#		Amount	
Check#		Amount	
		Total Received	



# EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS

## RULES & REGULATIONS

Please initial next to every item to signify that you agree to the terms & conditions.

- \_\_\_\_\_ Permit fees are non-refundable and permits are non-transferable (to future dates or other user groups). Cancellations must be reported promptly. Failure to use the Park or report cancellations will result in revocation of the permit.
- \_\_\_\_\_ Permit-holders are required to KEEP PERMIT WITH THEM AT ALL TIMES DURING PARK USE.
- \_\_\_\_\_ Applicant shall submit a Certificate of Insurance evidencing General Liability insurance covering the use of City property with minimum limits of \$1,000,000 per occurrence, naming the City of Philadelphia, its officers, employees and agents as additional insured's on the General Liability policy.
- \_\_\_\_\_ AUTHORIZED GROUP REPRESENTATIVE MUST OVERSEE THE EVENT FROM START TO FINISH. The authorized representative(s) will remain until all participants and vendors have left and all trash has been collected and properly removed.
- \_\_\_\_\_ Permit-holder must leave the property in the same degree of cleanliness as found. Permit-holder shall be responsible for enforcement of this requirement on its guests and/or invitees.
- \_\_\_\_\_ AUTHORIZED REPRESENTATIVE IS RESPONSIBLE TO PROVIDE HEAVY-DUTY TRASH BAGS FOR THE EVENT and to ensure proper cleanup after the event. Bagged trash may be placed next to any park trash receptacle or otherwise pre-designated area.
- \_\_\_\_\_ VEHICLES ARE NOT PERMITTED IN THE PARK. If heavy materials or equipment must be taken into the park for an event, you must get APPROVAL IN ADVANCE and it must be noted on the permit. If approved, vehicle may enter for loading and unloading purposes ONLY and must be on paved areas. NO VEHICLES ARE PERMITTED ON THE GRASS AT ANY TIME.
- \_\_\_\_\_ USE OF SOUND AMPLIFICATION EQUIPMENT MUST BE APPROVED IN ADVANCE and VOLUME LEVELS MUST BE RESPECTFUL OF NEIGHBORING RESIDENCES. PP&R, or their duly authorized representative including the Police Department, has the authority to determine the appropriate volume level of equipment. All sound equipment must be directed away from private residences.
- \_\_\_\_\_ PPR cannot provide portable restrooms for your event, however bathrooms facilities should be considered in your event planning. Do not place toilets on grass. Use pathways and sidewalks.
- \_\_\_\_\_ BARBEQUING is permitted in the park, however coals/briquettes must be disposed of properly. Do not dump coals on the grass or sidewalks.
- \_\_\_\_\_ LOUD, VULGAR, CONFRONTATIONAL LANGUAGE is not permitted on facility grounds or in its immediate vicinity. Permit-holder is fully responsible for conduct of all spectators, as well as participants, and will be required to provide identifiable adult supervision/security upon request by Parks & Recreation personnel.
- \_\_\_\_\_ ALCHOLIC BEVERAGES ARE PROHIBITED in all areas of Park and Recreation facilities and grounds
- \_\_\_\_\_ 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 shall not permit smoking or vaping on the site at any time, by any person. The permit holder is solely liable for all violations of this prohibition.
- \_\_\_\_\_ I will notify the stewardship office of any postponement due to inclement weather by 9:00pm the night before the date of the event. Philadelphia Parks & Recreation reserves the right to cancel an event due to weather.
- \_\_\_\_\_ Corporal punishment is defined as physically punishing a child or youth. Use of corporal punishment is strictly prohibited at all times, on the premises, by employees, their agents, affiliates and guests of the permit applicant.

Event Coordinator

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Title / Position \_\_\_\_\_