City of Philadelphia Department of Licenses and Inspections

Promoted Event Notification

Please read instructions attached to this form.

WHEN COMPLETED, MAIL TO BOTH ADDRESSES:

Police Administration Bldg.
Room 313
750 Race Street
Philadelphia, PA 19106

L&I Customer Care Unit
Public Service Concourse
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102

PROMOTED EVENT INFORMATION

1. PROMOTER REGISTRATION NUMBER:

2. EVENT NOTIFICATION TYPE: ☐ **INITIAL** ☐ **UPDATE**

3. PROMOTER BUSINESS NAME	4. PROMOTER (FULL NAME)

5. MAILING ADDRESS (PO BOXES NOT ACCEPTABLE)

6. COMMERCIAL ACTIVITY LICENSE #	7. SPECIAL ASSEMBLY OCCUPANCY LICENSE #	8. MOBILE PHONE #

9. EVENT LOCATION (INCLUDE ADDRESS, FLOOR, SECTION AND/OR OTHER INFORMATION DESCRIBING PHYSICAL LOCATION)

10. DATE OF EVENT	11. STARTING TIME	12. DURATION OF EVENT

13. EVENT TYPE	14. LAWFUL OCCUPANCY OF VENUE	15. ANTICIPATED # OF ATTENDEES

16. PRIVATE SECURITY OF SITE DURING EVENT? ☐ **YES** ☐ **NO**	17. IF YES TO 16, THE NAME OF PERSON IN CHARGE
18. IF YES TO 16, MOBILE PHONE OF PERSON IN CHARGE	19. IF YES TO 16, WILL SECURITY BE ARMED? ☐ **YES** ☐ **NO**

The **Promoted Event Information** form must be completed and submitted **two weeks prior** to the start of **EACH** promoted event in the City of Philadelphia. The **Special Assembly License Holder** is responsible for updating the Police Department when there are changes to the information above, including cancellation of the event.

10. APPLICATION CERTIFICATION

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law.

Applicant Signature _____ *Date* _____

City of Philadelphia

Department of Licenses & Inspections

Promoted Event Notification Form Instructions

For help or answers to questions call 311 or (215) 686-8686

The Promoted Event Notification form must be completed and submitted to both the Philadelphia Police Department and the Department of Licenses and Inspections in person or via US Mail **at least two (2) weeks prior to the event.**

1. **Promoter Registration Number.** Fill in the Promoter's Promoter Registration Number.
2. **Event Notification Type.** If this is the initial Promoted Event Notification for the event, please check the INITIAL box as the Notification Type. If this is an update to a previously filed Promoted Event, please check the UPDATE box as the notification type. **The Special Assembly License in required to keep the promoted event notification up-to-date.**
3. **Promoter Business Name.** Fill in the legal name of the organization to which the Promoter Registration has been issued. Full legal name must be used.
4. **Promoter.** Fill in the legal name of the person to whom the Promoter Registration had been issued. Full legal name must be used; initials and last name cannot be accepted.
5. **Mailing address**. Fill in the full legal address for the Promoter's organization. PO Boxes cannot be accepted.
6. **Commercial Activity License.** Fill in the Promoter's Commercial Activity License number.
7. **Special Assembly Occupancy License.** Fill in the Special Assembly Occupancy License for the venue.
8. **Mobile Number.** Fill in the Promoter's mobile phone number.
9. **Location of Event.** Fill in the complete location information for the event, including address, floor, section, or other information describing the physical location of the event.
10. **Date of Event.** Fill in event date.
11. **Starting Time.** Fill in event starting time.
12. **Duration of Event.** Fill in the event's expected duration.
13. **Type of Event.** Fill in the type of event. For example: a Dance, Rave, or Concert.
14. **Lawful Occupancy of Venue.** Fill in the lawful occupancy of the venue from the Special Assembly Occupancy License.
15. **Anticipated Number of Attendees.** Fill in the anticipated number of persons who will attend the event based on the best possible information possible, including advance ticket sales and the number of attendees at similar events in the past.
16. **Private Security on Site during Event.** Check YES or NO to if a private security firm will be managing security and traffic concerns.

Questions 17, 18, and 19 only apply if a private security firm will be on location at the event.

17. **Name of Person in Charge**. Fill in the full name of the person who is in charge of the event security.
18. **Mobile Phone of Person in Charge.** Fill in the mobile number of the person in charge of the event security.
19. **Will Security be Armed?** Check YES or NO to if private security personnel will be armed.

After completing the form, please sign and date it and submit to the addresses provided on the Promoted Event Notification Form.