**Written Agreement Between Registered Event Promoter and Special Assembly Occupancy License Holder**

Completed and signed agreement must be mailed to the addresses on instruction sheet and be presented to ANY City or State law enforcement officer or agency upon request.

<table>
<thead>
<tr>
<th>1. SPECIAL ASSEMBLY OCCUPANCY LICENSE NUMBER</th>
<th>2. PROMOTER REGISTRATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. FULL NAME OF SPECIAL ASSEMBLY OCCUPANCY LICENSEE</td>
<td>4. FULL NAME OF PROMOTER</td>
</tr>
<tr>
<td>5. LICENSEE’S MOBILE PHONE NUMBER</td>
<td>6. PROMOTER’S MOBILE PHONE NUMBER</td>
</tr>
</tbody>
</table>

**EVENT NOTIFICATION INFORMATION**

<table>
<thead>
<tr>
<th>7. DATE OF EVENT</th>
<th>8. STARTING TIME</th>
<th>9. DURATION OF EVENT</th>
</tr>
</thead>
</table>

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<tr>
<th>10. DESCRIBE ANY LOCATION SPECIFICS</th>
</tr>
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<tr>
<th>11. PROMOTER WILL ASSUME OPERATIONAL CONTROL OVER THE FOLLOWING FOR THIS EVENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Maintaining Legal Occupancy Capacity</td>
</tr>
<tr>
<td>☐ Crowd Control and Dispersal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. OTHER STIPULATIONS AND AGREEMENTS FOR THE EVENT</th>
</tr>
</thead>
</table>

We the undersigned certify that the statements contained herein are true and correct to the best of our knowledge and belief. Further, we understand that if we knowingly make false statements herein we are subject to the possible revocation of any licenses issued as a result of our false statements and such penalties as prescribed by law.

**SPECIAL ASSEMBLY OCCUPANCY LICENSE HOLDER**

Print Name: ______________________________________

Signature: _______________________________________

Date: ___________________________________________

**REGISTERED PROMOTER**

Print Name: ______________________________________

Signature: _______________________________________

Date: ___________________________________________
The Written Agreement between Registered Event Promoter and Special Assembly Licensee (“Licensee”) must be completed, signed, and dated by the Registered Promoter and the Special Assembly Occupancy Licensee. The completed and signed agreement must be available and produced upon request to any City or State law enforcement officer or agency. This form is stipulated by the City of Philadelphia Ordinance 100267-AA.

1. **Special Assembly Occupancy License** - Fill in the Special Assembly Occupancy License number for the property.

2. **Promoter Registration Number** - Fill in the Promoter Registration Number.

3. **Full Name of Special Assembly Occupancy Licensee** - Fill in the full name of the person to whom the Special Assembly Occupancy License was issued.

4. **Full Name of Registered Promoter** - Fill in the name of the person to whom the Promoter Registration has been issued.

5. **Licensee’s Mobile Phone Number** - Fill in the Special Assembly Occupancy Licensee’s mobile phone number.

6. **Promoter’s Mobile Phone Number** - Fill in the Registered Promoter’s mobile phone number.

7. **Date of Event** - Fill in the event date.

8. **Starting Time** - Fill in the event starting time.

9. **Duration of Event** - Fill in the event’s expected duration.

10. **Describe any Location Specifics** - Fill in any specific event location details such as the specific floor(s) or areas the Promoter is assuming control over for the event.

11. **Promoter will Assume Control over the Following for this Event** - Check which areas the Promoter will be assuming control over. If there is an area that is not listed, check the OTHER box and describe the area.

12. **Other Stipulations and Agreements for the Event** - Fill in any additional information pertaining to the event and the Promoter’s involvement.

**NOTE:** Make three copies of your completed, signed and dated agreement. Send the original to the Police Department at the address below. Send one copy to the Department of Licenses and Inspections at the address below. Both the Promoter and Special Assembly Occupancy Licensee should retain their own copies, which must be available and produced upon request to any City or State law enforcement officer or agency.

**Philadelphia Police Department**
750 Race Street
Room 313
Philadelphia, PA 19106

**Dept. of License and Inspections**
1401 John F. Kennedy Blvd
License Issuance, Public Service Concourse
Philadelphia, PA 19102