



<b>Wedding Ceremony &amp; Wedding/Engagement Photos Permit</b>	<b>For Office Use Only</b>
	Permit Number

**Please read and complete the following steps (Front and Back of Application)**

**Step 1. Create An Account**

- An active account is required before submitting this application, at the following URL: [parksandrecpermits.phila.gov](http://parksandrecpermits.phila.gov).
- Faxed or Emailed Applications will not be accepted.
- Applications will not be processed without payment.
- THE NAME AND ADDRESS ON CHECK/MONEY ORDER MUST MATCH THE NAME AND ADDRESS ON APPLICATION

**STEP 2. Select Type of Permit**

- Wedding Photos (Azalea Garden & other approved locations) \$50 per hour (Restrictions may apply.)
- Wedding Photos (WaterWorks Gazebo(round), FDR Boathouse) \$150 per hour (Restrictions may apply.) Until 3PM
- Wedding Ceremony (All approved locations) \$200 per 2 hours (Restrictions may apply)
- Wedding Ceremony (WaterWorks Gazebo(round), FDR Boathouse) \$500 per 2 hours (Restrictions may apply.) Until 3PM

**STEP 3. Provide Production Information**

Account Name \_\_\_\_\_ Account Number \_\_\_\_\_

Wedding Party \_\_\_\_\_ Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

**STEP 4. Provide Location Information**

Date of ceremony/photos \_\_\_\_\_ Hours of ceremony/photos (from - to) \_\_\_\_\_

Location \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**STEP 5. Read and Sign (please initial all Xs)**

This application is for Wedding Ceremony and/or Wedding or Engagement Photos only. Anyone interested in holding an outdoor wedding reception or requesting any Park services at a Parks & Recreation location should refer to the Parks & Recreation Special Events Application.

- Permits are nontransferable and non-refundable. Refunds will not be granted for inclement weather. **X**\_\_\_\_\_
- Additional fees will be charged for rescheduling. **X**\_\_\_\_\_
- Applicant shall ensure that all parties involved in the event do not drive or park vehicles on grass, athletic fields or service roads. **X**\_\_\_\_\_

- No tobacco product may be used on any land or facility under the jurisdiction of PPR and the permit holder is responsible to ensure that all event participants and spectators are notified of such, throughout the time of the permit, and in compliance. **X**\_\_\_\_\_
- A copy of the Permit must be on location at all times while at the site. **X**\_\_\_\_\_
- Parks & Recreation is not able to provide amenities such as sound systems, tables, chairs, tents, portable washroom facilities or other support materials and services. Provisions for parking are NOT included in the issuance of any Parks & Recreation permit. **X**\_\_\_\_\_
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub in Parks & Recreation is strictly prohibited and automatically voids the permit. **X**\_\_\_\_\_
- Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of Parks & Recreation, and the City of Philadelphia, the laws of the Commonwealth of Pennsylvania and the United States of America. **X**\_\_\_\_\_
- Applicant agrees to indemnify and hold harmless the City of Philadelphia from any liability to any person resulting from any property damage or personal injury occurring in connection with the activity caused by the applicant or the sponsoring organization, its officers, employees, or any person under its control. **X**\_\_\_\_\_
- Photos at or in front of the Philadelphia Museum of Art are prohibited; prohibited areas include East Terrace and the steps overlooking the Parkway. **X**\_\_\_\_\_
- The Azalea Garden is the designated Wedding Photo Only location at the Art Museum. The Azalea Garden is located on Kelly Drive between the Art Museum and Lloyd Hall. **X**\_\_\_\_\_
- Permit holder agrees that it shall comply with all applicable provisions of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq., and its implementing regulations (“ADA”). In addition, Permit holder shall take no action that prevents, impairs or interferes with measures or conditions necessary for compliance by the City with the ADA. For more information, please visit <https://www.phila.gov/departments/mayors-office-for-people-with-disabilities/resources/>. **X**\_\_\_\_\_

**STEP 6. Submit the Application**

Return this completed application along with payment (check or money order only), made payable to **FAIRMOUNT PARK**, no later than 14 days prior to the requested date. **All checks returned for insufficient funds will incur additional charges.**

**Mailing Address**

Philadelphia Parks & Recreation Special Events Office  
 2130 Winter Street – Rear Entrance  
 Philadelphia PA, 19103  
 (215) 685-0060

**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