



**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.**

1. SPECIAL ASSEMBLY OCCUPANCY LICENSE NUMBER		2. PROMOTER REGISTRATION NUMBER	
3. FULL NAME OF SPECIAL ASSEMBLY OCCUPANCY LICENSEE		4. FULL NAME OF PROMOTER	
5. LICENSEE'S MOBILE PHONE NUMBER		6. PROMOTER'S MOBILE PHONE NUMBER	
EVENT NOTIFICATION INFORMATION			
7. DATE OF EVENT	8. STARTING TIME	9. DURATION OF EVENT	
10. DESCRIBE ANY LOCATION SPECIFICS			
11. PROMOTER WILL ASSUME OPERATIONAL CONTROL OVER THE FOLLOWING FOR THIS EVENT:			
<input type="checkbox"/> Maintaining Legal Occupancy Capacity		<input type="checkbox"/> Deployment and Supervision of Security Personnel	
<input type="checkbox"/> Crowd Control and Dispersal		<input type="checkbox"/> Other, Describe:	
12. OTHER STIPULATIONS AND AGREEMENTS FOR THE EVENT			

We the undersigned certify that the statements contained herein are true and correct to the best of our knowledge and belief. Futher, 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

REGISTERED PROMOTER

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



City of Philadelphia

Department of Licenses & Inspections

Written Agreement between Promoter and Special Assembly Occupancy License Holder Instructions

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

The Written Agreement between Registered Event Promoter and Special Assembly License Holder ("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.