

## EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS



PHILADELPHIA  
PARKS & RECREATION

**Cherelle L. Parker**  
Mayor  
City of Philadelphia

**Orlando Rendon**  
Commissioner  
Philadelphia Parks & Recreation

# Philadelphia Parks & Recreation

## Event Permit Application

### Friends and Community Groups

# 2024



*Movie Night Series at Penn Treaty Park*

Updated February 2023

Please email completed applications, or any questions, to [pprstewardship@phila.gov](mailto:pprstewardship@phila.gov)

Please make payments out to "Fairmount Park". This application can be completed in person with a Parks & Rec staff person. You can also apply and pay for your event online at <https://parksandrecpermits.phila.gov>.

### 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 Trust Funds" 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 14 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 \_\_\_\_\_

#### 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 ( \_\_\_\_\_ ) \_\_\_\_\_

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 food or merchandise at the event?  Yes  No

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

Do you plan on using amplified sound?  Yes  No

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 of 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.

Form with checkboxes for Permit Level 1 (\$250 security deposit) and Permit Level 2 (\$500 security deposit), including criteria like 'Fewer than 200 people' and 'Performance Staging'. Includes a table for 'Amount included' with a dollar sign.

Electricity Services (optional)

Table with columns for Weeknights & Saturdays, Sundays, Requested Days & Times for PPR-provided electricity, and Amount included. Includes pricing for up to 4 hours and over 4 hours.

Grounds Maintenance Fees (optional)

Table with columns for Weeknights & Saturdays, Sundays, Requested Days & Times for PPR-provided maintenance, and Amount included. Includes pricing for up to 4 hours and over 4 hours.

For official PPR staff use only – Checks Received

Table for recording checks received, with columns for Check#, Amount, and 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
- \_\_\_\_\_ No tobacco or vaping 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 in compliance throughout the time of the event(s).
- \_\_\_\_\_ 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 \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_ Title / Position \_\_\_\_\_



## Insurance & Other Services

### Insurance

All events are required to obtain a certificate of insurance with minimum limits of \$1,000,000 per occurrence, naming the City of Philadelphia, its officers, employees, and agents as additional insured. Applicants may submit the Friends and community groups event insurance fillable application, found at <https://www.phila.gov/documents/parks-recreation-permit-applications/>, to:

City of Philadelphia Office of Risk Management  
Attention: Sharyn Holloman  
One Parkway Building  
1515 Arch Street 14th Floor  
Philadelphia, PA 19102

**Community Groups and Registered Friends Groups may apply for insurance through the Philadelphia Office of Risk Management.** An application is attached and must be completed and submitted at least two weeks prior to the event. **Registered Friends Groups are eligible to have the fee associated with this application paid by Philadelphia Parks & Recreation,** however the group apply and obtain insurance for each event.

### Other Agencies and Services

**Please note:** Any event may require additional permits, approvals, or services from other departments in City government. Listed below is contact information for the various services that may be required.

- **Health Department – Office of Food Protection** 215-685-7490 [www.phila.gov/health/foodprotection](http://www.phila.gov/health/foodprotection). Any event planning to distribute, sell or sample food must get a Health Department permit.
- **Licenses & Inspections – 3-1-1 Call Center** [www.phila.gov/li](http://www.phila.gov/li)  
Any event with tents\*, vendors, sales, structures or generators of any kind must have a permit or license from The Department of Licenses and Inspections. \* Any single tent or canopy measuring over 100 square feet (10' x 10') requires a permit from the city of Philadelphia's Department of Licenses and Inspections.
- **Police - we recommend that you share event information with your local police district.**
- **Showmobile** - For information about the Showmobile, you must contact Karen Walls at (215) 685-0060 or [karen.walls@phila.gov](mailto:karen.walls@phila.gov). A separate invoice will issued for use of the Showmobile.

#### Philadelphia Parks & Recreation Approved Food Vendors

Contact the Office of Stewardship at (215) 683-3679 for a current list of licensed food vendors approved by Philadelphia Parks & Recreation.