

A photograph of a cherry blossom festival. In the foreground, a woman in a red kimono with a black floral patterned obi is smiling and holding a colorful folding fan high in the air. To her right, another woman in a similar kimono is also smiling and holding a fan. The background is filled with the branches of cherry blossom trees in full bloom, with pink and white flowers. The lighting is bright, suggesting a sunny day.

# Special Event Guidebook

1st Edition

2025





# Table of Contents

<b>Section 1</b>	4
What Is A Special Event?	5
Common Event Types	5
Where Can They Occur?	5
<b>Section 2: Special Event Submittal Process And Timelines</b>	6
When Must I Submit A Permit Application?	6
How Far In Advance May I Apply?	6
<b>Section 3: Requirements For Special Event Applications</b>	7
Liability Insurance	7
Site Plan/Map	7
Fire Services/EMS	8
Tents	8
eClipse	8
Health Department Event Sponsor + Food Vendor Application	9
Vendor Sales	9
Alcohol Management Plan Guidelines	10
ADA Compliance and Best Practices	10
Parks and Recreation Application	11
Street Closure Application	12
Portable Restrooms	12
Police Services	12
Event Emergency Plans	13
Cancellation and Refund Policies	13
<b>Section 4: Common Privately - Owned Properties</b>	14
<b>Section 5: Maps and Examples</b>	15
Site Map Example 1	15
Site Map Example 2	16
Course Route/Map Example	17
JFK Plaza (Love Park) Map	18
City Hall Courtyard Map	18
Certificate of Insurance Example	19





# SECTION 1

**Welcome to Philadelphia!** The City of Brotherly Love and Sisterly Affection.

Our unique city offers year-round services to facilitate an exciting schedule of events for both residents and visitors. Each year, Philadelphia receives over 1,500 event applications, ranging from intimate neighborhood gatherings to large-scale celebrations. These special events foster a strong sense of community among residents and generate significant economic impact through tourism, especially during marquee events like the Welcome America Festival and annual community events like Rittenhouse Row Spring Festival and Mt. Airy Day.

This Guidebook is a planning resource for special event organizers to assist in executing a safe and successful event. It outlines recommendations, policies, and contact information to ensure your application meets our requirements and events are conducted safely and effectively.

**The Office of Special Events (OSE)** makes sure that people who want to have a special event in Philadelphia have the right permits, licenses, and insurance to do so. We are Philadelphia's "one-stop-shop" for everything special events. From parades and festivals to runs and regattas, we are here to answer questions, review applications, facilitate permitting, and coordinate City services.

## **Office of Special Events**

One Parkway Building  
1515 Arch Street, 11th Floor  
Philadelphia, PA 19102  
215-686-3488  
[www.phila.gov/ose](http://www.phila.gov/ose)



## What Is A Special Event?

A special event is defined as a temporary activity that is held on City-owned property, utilizes City equipment, or needs City services.

Block parties held in residential areas are not considered a special event and therefore require a different application that is administered by the Philadelphia Streets Department.

Residential block parties can be applied for by visiting the Streets Department website at [phila.gov/streets](http://phila.gov/streets).

## Common Event Types

Common event types that may require a permit include:

- Street Festivals
- Street Fairs/Markets
- Parades
- Runs/Walks
- Outdoor Concerts
- Regattas
- Wedding Processions\*

### Wedding Processions (Baraats)

Philadelphia embraces and celebrates diverse cultural traditions, including the traditional Indian Hindu wedding procession, known as a baraat.

All wedding processions must complete a Special Event Application, providing details on the date, time, and location of their event.

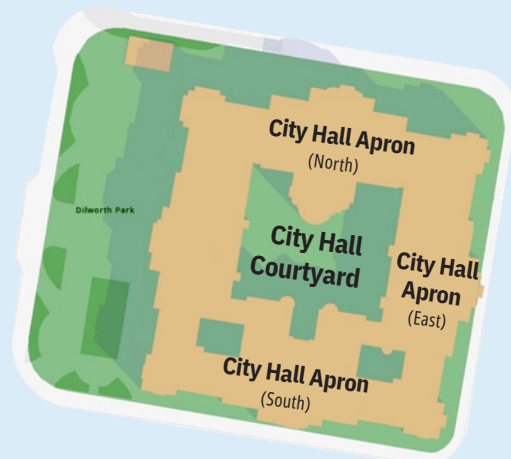
#### *Requirements for wedding processions:*

- Must take place on weekends only
- Must conclude before noon

Once the application is submitted, a Special Event Permit Administrator will coordinate with the Philadelphia Police Traffic Division, SEPTA, the Streets Department, and the Greater Philadelphia Hotel Association to ensure all necessary public safety measures are in place.

## Where Can They Occur?

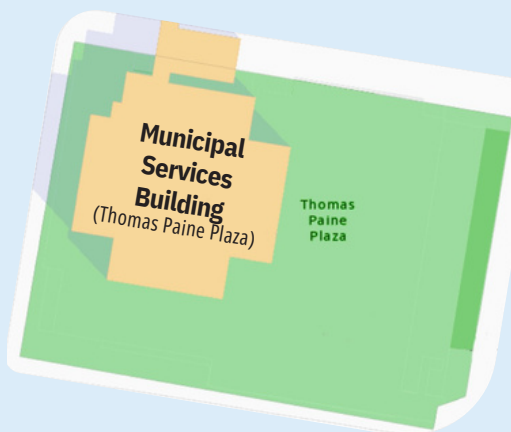
Events may occur anywhere within the City of Philadelphia. Permitting requirements defer based on jurisdiction. For example, events occurring in a Parks and Recreation space require submission of the [Parks and Recreation Special Event Application](#). Events held at the Convention Center or the Sports Complexes do not require a City of Philadelphia Special Event Permit unless the event extends beyond the privately-owned premises onto public property and/or the event in question requires a level of City services exceeding the baseline for the venue.



**The Office of Special Events has permitting jurisdiction over the following public spaces:**

City Hall Courtyard

City Hall Aprons  
(North, South and East)



Municipal Services  
Building (Thomas  
Paine Plaza)





# SECTION 2

## Special Event Submittal Process and Timelines

### When Must I Submit A Permit Application?

90 calendar days prior to the first day of the Special Event

### How Much does the Application Fee Cost?

**\$25 Application Fee** If submitted 90 calendar days prior

**\$75 Application Fee** If submitted less than 90 calendar days before the Special Event

### First Amendment/Demonstration Fees

Permitting for First Amendment Activity is governed by the City's Permit Policy for Demonstrations.

**\$25 Application Fee**

A Demonstration Application may be submitted up to 5 days in advance of event date

### How Far In Advance May I Apply?

Applications are accepted no more than one year in advance of the event date.

Once the application is submitted, it will be reviewed by a representative from the Office of Special Events. They will contact the applicant if any follow-up information is needed. If the event is approved by all City agencies involved, a permit will be issued and sent to the applicant via email. Cost estimates for City services and/or equipment will be generated and provided to the applicant prior to permit issuance. Invoices are generated within (90) days of the last day of the event, sent to the applicant via email, and can be paid via check or through the City's online payment system.





# SECTION 3

## Requirements for Special Event Applications

### Liability Insurance

Events taking place on City-owned/public property must be covered by commercial liability insurance that protects both the event sponsor and the City of Philadelphia.

Unless otherwise waived by the City of Philadelphia Division of Risk Management, we require each special event to submit a Certificate of Insurance with the following verbiage:

The Certificate of Insurance should evidence commercial general liability insurance covering the event with minimum limits of \$1,000,000 per occurrence, naming the City of Philadelphia, its officers, agents, and employees as additional insured, while specifically referencing the scheduled event in the Description of Operations Section.

#### The Certificate Holder should read:

City of Philadelphia  
Office of the Director of Finance, Risk Management Division  
1515 Arch Street -14th Floor  
Philadelphia, PA 19102

If you do not already have an insurance policy, you can apply for coverage at [venueability.com](https://www.venueability.com)

\*See example on page 16.

### Site Plan/Map

If the event is stationary, a site plan is required to visualize where the following will be placed:

- Food Trucks/ Vendors
- Merchandise Vendors
- Community Resource Tables
- Stage/ Sound Equipment
- Barricades
- Canopies/Tents

If the event is a parade, march, or walk/run, a map or detailed racecourse is required.

A good FREE resource for generating basic map products is [scribblemaps.com](https://www.scribblemaps.com).

\*See examples on pages 13.



## Fire Services/EMS

Event organizers can hire the [Philadelphia Fire Department](#) (PFD) for EMS coverage by submitting the [EMS Special Event Application](#). The Philadelphia Fire Department has first right of refusal for coverage of events taking place on public property, meaning that the use of private/non-municipal EMS providers instead of or in addition to PFD personnel must be approved in advance.

### Special events must have emergency medical service (EMS) coverage if:

- There is an expected attendance of 2,000 people or more.
- It is an athletic event, such as a race.

## Tents

You will need a Tent Permit to put up a large tent or canopy at events.

### This includes:

- Tents (with walls) larger than 400 square feet
- Canopies larger than 700 square feet with a minimum clearance of 12 feet from other tents.

See the [Philadelphia Fire Code Section F105.7](#) for exceptions, which include:

### Tent Permitting Exceptions

- Tents used exclusively for recreational camping purposes.
- Funeral tents and curtains, or extensions attached thereto, when used for funeral services.
- Tents open on all sides which comply with all of the following:
  - Individual tents shall have a maximum size of 700 square feet (65 m2).
  - The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m2) total.
  - A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

The [Department of Licenses and Inspections](#) (L&I) issues this permit, and the application and further guidance can be found here:

[phila.gov/services/permits-violations-licenses/apply-for-a-permit/get-a-tent-permit/](https://phila.gov/services/permits-violations-licenses/apply-for-a-permit/get-a-tent-permit/)

If you will be cooking in a tent, a Philadelphia Fire Code Inspection will take place prior to the event. You can prepare for the fire code inspection by following these [outdoor cooking safety tips](#) and make sure you set up safely with the diagram provided.



## eCLIPSE

L&I utilizes a permitting management and issuance software called Electronic Commercial Licensing, Inspection and Permitting Services Enterprise (eCLIPSE).

With eCLIPSE, L&I customers can now apply for licenses and permits, schedule inspections, and request approval from multiple departments at the same time. Learn more about using eCLIPSE with the help of [instructional videos](#), [information sheets](#), and [other resources](#). To

register for an eCLIPSE account watch this [instructional video](#) or visit their [website](#).

To apply for a permit in eCLIPSE follow the steps listed in this [informational guide](#).

If further assistance is needed, you can schedule an [in-person / virtual appointment](#).



## Licenses may be required from L&I for the following activities:

### Amusement License

Required to hold an event that charges admission or asks for donations for amusement activities.

### Fireworks Display License

Required for an event that uses fireworks or pyrotechnic special effects.

### Small Games of Chance License

Required for non-profit organizations holding games of chance.

## Health Department Event Sponsor + Food Vendor Application

If you intend to prepare, sell, or give away food products at an event that is open to the public, you must adhere to all Health codes. Any person/vendor conducting food and/or beverage sampling or sales must contact the **Office of Food Protection - Special Event Unit** at [dph.ehs.specialevent@phila.gov](mailto:dph.ehs.specialevent@phila.gov) or 215-685-7494 at least **(30) days prior to the event**.

The event organizer must provide a complete list of participating vendors, as well as the Special Event Sponsor Application:

### Special Event Sponsor Application and Guide

It is the responsibility of the event producer/organizer to ensure that all food/beverage vendors have or obtain the necessary permissions from the Health Department to operate at the event.

Vendors wishing to serve food or drinks at **no more than three special events per year** need to submit the Temporary Special Event Permit Application. Each special event requires a separate special event permit.

### Temporary Special Event Food Application and Guide

Vendors wishing to serve food or drinks at **four or more special events per year**, need to submit the Permanent Special Event Permit Application. A permanent special event permit is good for one year.

### Permanent Special Event Permit Application

## Vendor Sales

Each vendor wishing to sell merchandise of any type must be individually approved by the Department of Licenses & Inspections (L&I) prior to selling their goods to the public. Event organizers and all vendors must also have a [Commercial Activity License](#).

A Commercial Activity License is required to do business in Philadelphia. This includes businesses that are located outside the city limits that do business in the city.

To apply for a Commercial Activity License, you must also have a [Philadelphia Tax Account Number](#) issued by the [Philadelphia Department of Revenue](#).

Every individual, partnership, association, limited liability company (LLC), and corporation engaged in a business, profession, or other activity for profit within the City of Philadelphia must file a Business Income and Receipts Tax (BIRT) return.

## Vendors may need additional licenses from L&I, including:

### Pushcart Vendor License

Get a license to sell products from a wagon, handcart, or pushcart.

### Vendor Motor Vehicle License

Get a license to sell products from a vehicle, such as a food truck.

### Vendor-On-Foot License

Get a license to sell goods on foot.

### Sidewalk Sales License

Get a license to sell products from a sidewalk stand.

### Special Vending District License

Get a license to sell goods on the sidewalk or from a vehicle in certain areas in the city.

Individual vendors are encouraged to utilize standard help channels (chat, online help, virtual app) available through [www.phila.gov/li/get-help](http://www.phila.gov/li/get-help).

If a vendor is flagged for a tax compliance issue but is unable to resolve it online at the Philadelphia Center, they can contact Revenue at [Tax.Clearance@phila.gov](mailto:Tax.Clearance@phila.gov).

If you're interested in vending at an event, your first step is to reach out and get permission from the event organizer.



## Alcohol Management Plan Guidelines

Event producers wishing to sell or sample alcoholic beverages at events taking place on City property must submit a comprehensive Alcohol Management Plan with their completed Special Events Application. The Alcohol Management Plan must be submitted at least (30) days in advance of the event date. More information can be found at [phila.gov/OSE](http://phila.gov/OSE).

If you intend to prepare, sell, or give away liquor, the state law requires it to be contained within the event footprint. A "Beer Garden" must be created with adequate fencing and security. A perimeter with access points, entrances/exits, serving area, and a description of the security process must be included with the application.

## ADA Compliance and Best Practices

When planning a special event, it's essential to ensure that it is accessible to all attendees, including those with disabilities. By incorporating these features, you can create an inclusive and welcoming environment for all event attendees, ensuring ADA compliance and improving overall accessibility.

Some best practices that event organizers should follow include:

### Entrance and Parking Accessibility

- Accessible parking spaces close to the event venue.
- Accessible ramps or entrances with automatic doors.
- Clear signage indicating accessible entrances.
- Curb cuts and smooth pathways for wheelchair access.

### Restroom Accessibility

- Accessible restrooms, including stalls large enough for a wheelchair and proper handrails.
- Accessible sinks and mirrors at appropriate heights.
- Adequate space for maneuvering in restrooms.

### Seating

- Designated accessible seating areas with clear sightlines. Flexible seating arrangements to
- accommodate wheelchairs or mobility devices.

### Break Areas and Rest Spaces

- Accessible quiet areas or rest zones for individuals with sensory sensitivities.
- Comfortable seating options in accessible locations.

## Signage

- Clear, large, and high-contrast signs indicating accessible areas (entrances, restrooms, etc.).
- Braille or tactile signs for visually impaired attendees.
- Visual or text-based signage for hearing-impaired guests.

## Transportation and Mobility

- Availability of transportation options that accommodate wheelchairs or other mobility devices.
- Shuttle services that are ADA compliant, including lifts or ramps for buses.

## Communication Accessibility

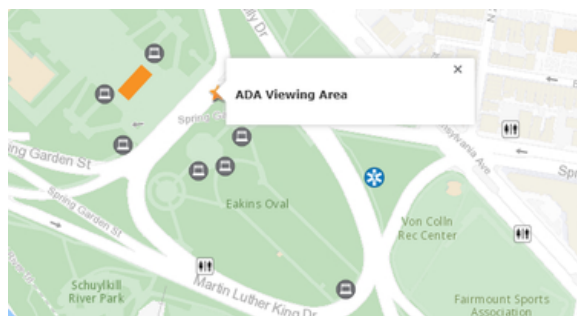
- Sign language interpreters or captioning services for events with speeches, presentations, or performances.
- Assistive listening devices or induction loops for those with hearing impairments.
- Written materials available in accessible formats (large print, Braille, electronic).

## Emergency and Evacuation Procedures

- Clear, accessible emergency exit routes.
- A plan for assisting people with mobility impairments during evacuation.
- Emergency alarms with both auditory and visual signals for attendees with hearing impairments.

## Outdoor Accessibility

- Accessible pathways and temporary ramps in outdoor or tented event spaces.
- Providing shade and seating for individuals with medical conditions that require special consideration.



The full list of ADA Compliance and Best Practices Guide is available at [phila.gov/ose](http://phila.gov/ose).



## Parks and Recreation Application

If your event takes place in a park, field, or recreation Center - the Department of Parks and Recreation will be the Primary Contact.

### You can find their application types below.

#### [Picnic Application](#)

If you want to reserve a space for a picnic, you'll need to apply for a picnic permit.

#### [Large Event or Festival Application](#)

Use this permit if you are an event organizer planning an event with 50 or more attendees, large festivals or athletic events, or are requiring City services.

#### [Friend or Community Group Application](#)

This permit is for Friends groups and community groups to host an event at a neighborhood park.

#### [Wedding Ceremony or Wedding Photo Application](#)

This permit is to have your wedding ceremony or take wedding photos at popular Parks and Rec sites.

#### [Trail Permit Application](#)

This permit is to use trails in Philadelphia.

#### [Recreation and Athletic Permit Application](#)

This permit is required to reserve part of a Parks and Rec facility for group activity. You also need a permit to use outdoor fields for sport groups.

#### [Media Permit Application](#)

This permit is required to film or take still photos on Parks and Rec property.

You can find each permit application on the Parks and Recreation website at [phila.gov/PPR](http://phila.gov/PPR). If you have any questions, please contact 215-685-0060.

## Street Closure Application

If your event requires a street closure on a major road, please fill out the [Festival Street Closure Application](#). The fee for event-related street closure permits is \$50 per block, per day.

### Exceptions include:

- Residential Block Parties
- Parks and Recreation Property
- Parades
- Runs/Walks
- Demonstrations

Each Festival Street Closure Application is reviewed by:

- Office of Special Events
- Philadelphia Police Department
- Streets Department
- SEPTA

Festival Street Closure Applications require a petition signed by 75% of the households on the block.

If the street you're requesting to close is the only entrance or exit to another street, include a petition signed by the residents to close that "T" street. If the

event is being held on a street without residents, submit a copy of an insurance certificate to cover the cost of any damages from the event.

If the street you are requesting to close is an active SEPTA route, a public transit detour will be put into effect for the time period listed on the application.

**NOTE:** Trolley Lines cannot be detoured. A street with an active trolley line cannot be closed, and therefore will not be approved for a permit.

If you have any questions about the Festival Street Closure Application, please contact the Streets Department - Right of Way Unit.

### Streets Department Right of Way Unit

Municipal Services Building  
1401 JFK Boulevard Suite 940  
Philadelphia, PA 19102 215-686-5500  
[phila.gov/departments/departments-of-streets](http://phila.gov/departments/departments-of-streets)



## Portable Restrooms

If your event will offer portable restroom facilities, you may need to submit an Application for a [Portable Toilet Permit](#) or [Holding Tank Permit](#). You must apply for a permit if your event will:

- Last more than four (4) days, or
- Have more than (15) portable restroom units

If portable restrooms are provided, at least one must be ADA accessible with a proper access route. A general rule of thumb to follow is one portable restroom per 50-100 guests.

Other considerations that will determine the number of portable restrooms needed are: length of the event, if alcohol is being served at the event, if food is being served at the event.

## Police Services

Event organizers are required to provide a safe and secure environment at the event through comprehensive planning and by anticipating potential problems. The Philadelphia Police Department has the final authority to determine your event security requirements including protective measures, police officers, and traffic controllers necessary to staff the event. Hired sworn officers are at the event to enforce laws and not to provide the services that are assigned to private security staff.

If you are requesting Towing Services at your event, the Philadelphia Police Department will supply support staff based on availability and the event organizer will be invoiced for the services. If the Philadelphia Police Department is unavailable, they may be supplemented with Philadelphia Parking Authority towing services. Private tow services **ARE NOT** permitted unless otherwise approved by the **Philadelphia Police Department**.



## Event Safety Plans

When planning a special event, it is also important to plan for potential emergencies and incidents. FEMA defines an incident as an occurrence, natural or manmade, that necessitates a response to protect life or property. The most effective way to manage an incident is to have a well-structured plan in place. Depending on the size and scope of your event, you may be required to submit an Event Safety Plan or an Event Emergency Plan. This plan should detail the safety operations, actions, and communication measures that will be implemented in the event of an emergency.

### Key Components of an Event Safety Plan

#### Emergency Contacts and Communication

- Maintain a list of emergency contacts, including local law enforcement, fire departments, medical services, and event security personnel.
- Establish clear communication channels among event staff, volunteers, and emergency responders.
- Implement a public address system or alternative communication methods for announcement.

#### Medical and First Aid Services

- Provide adequate first aid stations based on event size and layout.
- Ensure certified medical personnel are available on-site.
- Display clear signage directing attendees to first aid locations.

#### Crowd Management

- Develop a crowd management plan that includes entry and exit strategies, queuing areas, and designated walkways.
- Employ trained security personnel and crowd control staff.
- Monitor crowd density to prevent overcrowding.

#### Weather Contingency Plans

- Create contingency plans for adverse weather conditions, including evacuation procedures and shelter locations.
- Stay informed of weather forecasts and maintain contact with local authorities.



## Evacuation and Emergency Response

- Designate primary and secondary evacuation routes.
- Clearly mark exits and provide visible signage throughout the venue.
- Conduct safety briefings with event staff and volunteers.

## Fire Safety

- Ensure compliance with local fire codes and regulations.
- Maintain access to fire extinguishers and fire suppression systems.
- Prohibit the use of open flames or fireworks without proper authorization.

## Incident Reporting and Documentation

- Establish a protocol for reporting and documenting incidents.
- Provide staff with incident report forms and train them on proper procedures.

## Submitting Your Event Safety Plan

Event organizers may be asked to submit a completed Event Safety Plan as part of their Special Event Application. The plan will be reviewed by relevant city agencies to ensure compliance with safety regulations. Adjustments may be required based on the nature, size, and location of the event. **Philadelphia Police Department will have final approval.**

## Cancellation and Refund Policies

The applicant must notify the Special Event Permit Administrator as soon as a decision to cancel has been made. For all cancellations, including those due to weather, we request notification at least 48 hours in advance.

**Special Event Application fees are non-refundable.**

If you believe that a payment has been made in error, please contact the Office of Special Events, [ose@phila.gov](mailto:ose@phila.gov).

### Still have questions?

The Office of Special Events has an online [FAQ sheet available in 14 languages](#).

You can also reach OSE on social media at:



[phillymdoevents](#)



[Philadelphia MDO Special Events](#)

[Subscribe to our weekly e-newsletter](#) that features upcoming events, road closures, and other details.





# SECTION 4

## Common Privately- Owned Properties

The city does not have jurisdiction and is unable to issue permits for events in the following outdoor event spaces:

### Privately-Owned Properties

[Dilworth Park](#) - Center City District

[Franklin Square](#) - Historic Philadelphia

[Sister Cities](#) - Center City District

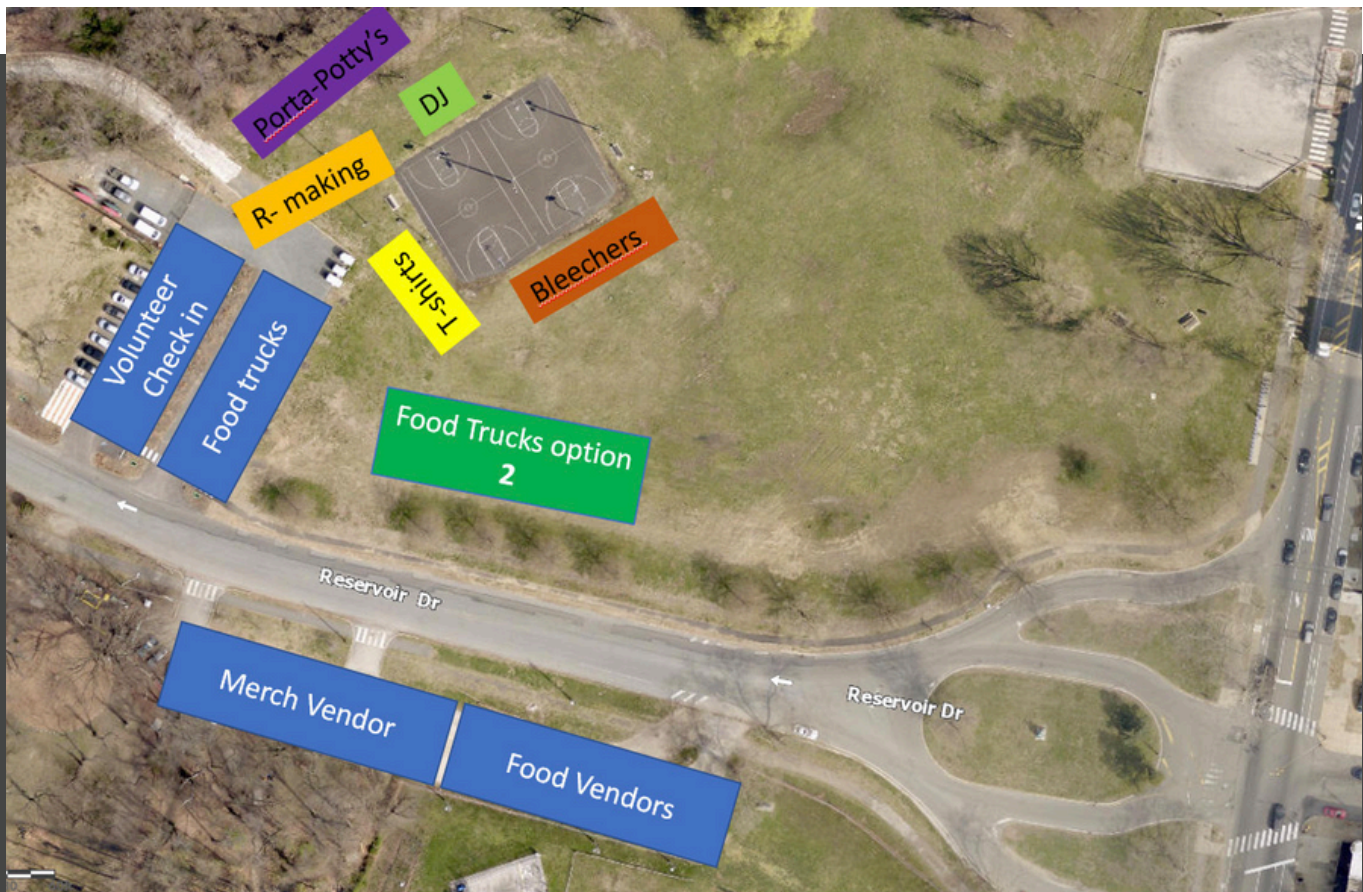
[Penn's Landing Great Plaza](#) - Delaware River Waterfront Corporation

[Navy Yard](#) - PIDC (Philadelphia Industrial Development Corporation)

[Independence National Historic Park, Washington Square, National Constitution Center, People's Plaza](#) - Federal Properties (Independence National Historic Park and National Park Service)

If you have any questions regarding permitting jurisdictions, contact the Office of Special Events at [OSE@phila.gov](mailto:OSE@phila.gov).





Site Map Example 1:



Site Map Example 2:

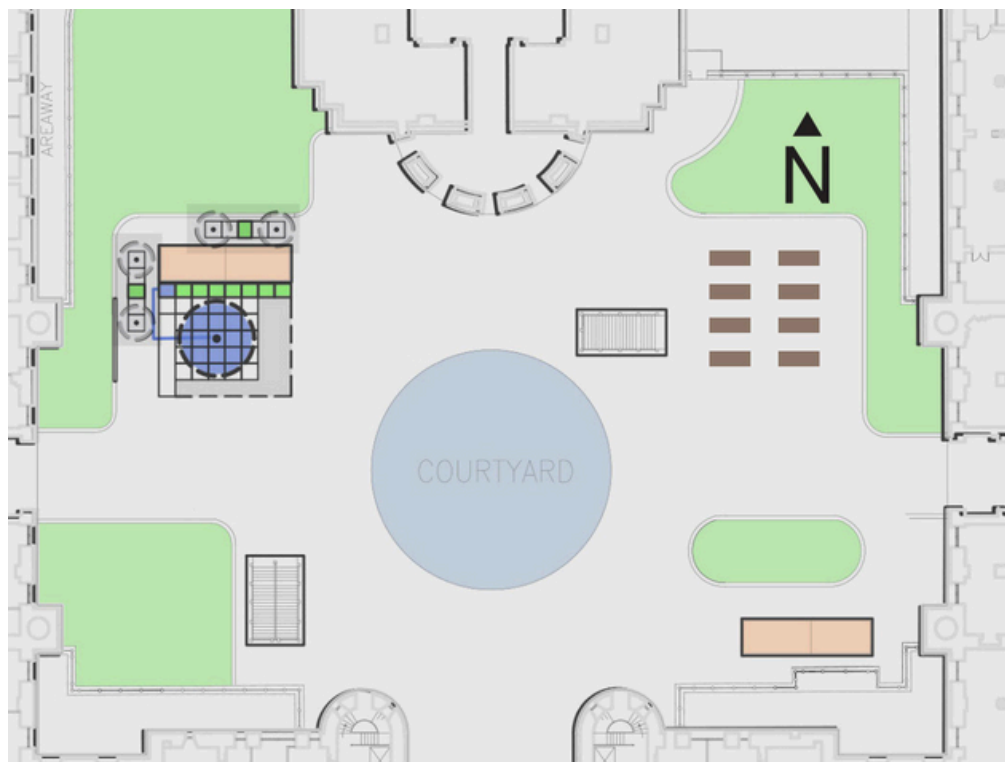
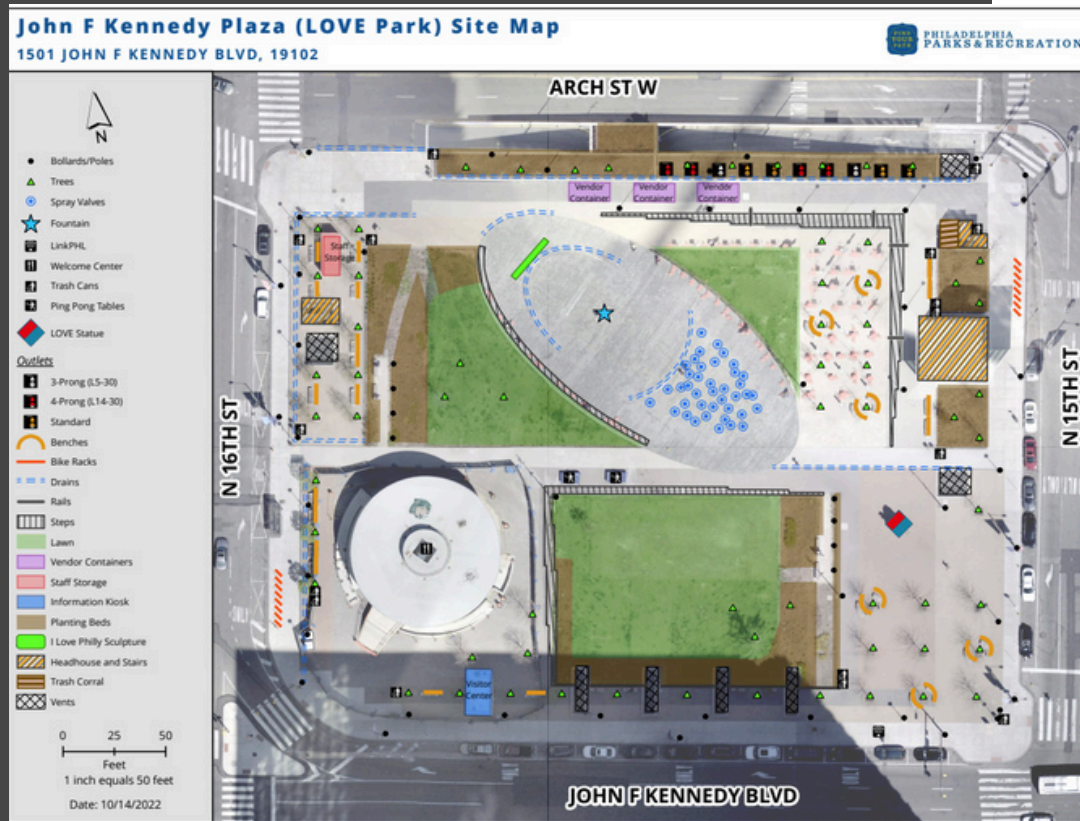


## Course Route/Map Example:






JFK Plaza (Love Park) Map:



City Hall Courtyard Map:

# Certificate of Insurance Example:

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/26/2024		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER: Insurance Company		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:				
		INSURER(S) AFFORDING COVERAGE		NAIC #:		
INSURED: Business Name		INSURER A: Insurance Co Name				
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
		INSURER F:				
COVERAGES		CERTIFICATE NUMBER: 23-24 Master		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
TRF LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		XXXXXXXXXXXX	DATE	DATE	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence): \$ 50,000 MED EXP (Any one person): \$ 1,000 PERSONAL & ADV INJURY: \$ 1,000,000 GENERAL AGGREGATE: \$ 2,000,000 PRODUCTS - COMPI/OP AGG: \$ 1,000,000
A	AUTOMOBILE LIABILITY: <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident): \$ BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED: RETENTION \$: 10,000	Y	XXXXXXXXXXXX	DATE	DATE	EACH OCCURRENCE: \$ 1,000,000 AGGREGATE: \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$ E.L. DISEASE - EA EMPLOYEE: \$ E.L. DISEASE - POLICY LIMIT: \$
A	Liquor Liability	Y	XXXXXXXXXXXX	DATE	DATE	EA OCC: \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
Event Name and Event Date						
The City of Philadelphia, its officers, employees, and agents is included as Additional Insured with respect to General Liability policy.						
CERTIFICATE HOLDER				CANCELLATION		
City of Philadelphia - Risk Management 1515 Arch St #10, Philadelphia, PA 19102				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE		
ACORD 25 (2016/03)		© 1988-2015 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD				



