



**PHILADELPHIA  
PARKS &  
RECREATION**

## **Events and Festivals**



Revised 1.20.2026

## **Philadelphia Parks & Recreation**

## **Special Events Permit Application**

**Philadelphia Parks & Recreation  
Special Events Office  
Winter Street Building  
2130 Winter Street - Rear Entrance  
Philadelphia, Pa. 19103  
215-685-0060**

**[www.phila.gov/parksandrecreation](http://www.phila.gov/parksandrecreation)**

**This application is intended for the use of organizers of public and private events, festivals, athletic events and those gatherings not directly benefitting the Philadelphia Parks & Recreation department (PPR) through its Friends and community group support network.**

Follow the steps in this packet to get your permit:

PPR has designated areas for events and reserves the right to approve or deny any location based on past practice or if it is determined to impact the property or nearby residents to the property. Any gathering of 50 people or more in one location, or any gathering requiring tents, amplified and/or sound systems, contracted services, staging and/or any type of equipment is considered a special event.

**Arrangements for your event should not be made until you have received permit approval from PPR.** Return the completed application to the Special Events Office along with payment and all other required documentation. All five steps in the Special Events Permit Application process must be completed.

Event Organizer and/or Producer or other entity associated with the production of the event is responsible for the understanding of all information contained within this packet.

## Submitting Your Application

Event applicants will be responsible to provide the application fee, site fee, security deposit, staff costs, and insurance indemnification required to receive a permit to hold an event.

- All event applications must be submitted through the PPR Special Events Office. **Applications must be submitted at least ninety (90) days prior to the event. Applications submitted within 14 days of an event will require payment in the form of a Cashier's Check Only.** The application fee of \$25.00 and all other required documentation must accompany the application. Applications submitted less than ninety (90) days prior to the event will be subject to an additional \$50.00 late fee, which must accompany the application. Only completed applications submitted to the Special Events Office will be reviewed. Applications must be mailed, or hand delivered. ***Emailed applications will NOT be accepted.***
- **Submitting an application does not grant the applicant a permit or permission to hold the event.** Once a completed application and the appropriate application fee is received, the Special Events Office will contact the applicant to acknowledge receipt of the application, request more information for an extended review, issue a permit, or deny the application. **The application fee and late fee are non-refundable.**
- After submitting the completed application and the non-refundable application fee, the applicant will receive a pre-permit (conditional) or a denial letter with the application returned.
- For Events & Festivals, Non-Affiliated Group Events, and Athletic Events, as described below, the pre-permit must be signed and returned to the Special Events Office with full payment of the site fee, security deposit, and staff costs, no later than forty-five (45) days prior to the event.
- Once the signed pre-permit and all required payments, certificate of insurance and additional documentation are received, the Special Events Office will execute and issue the authorized permit.
- **Acceptable forms of payment for application fees, site fees, security deposits, and staff costs includes check, cashier's check, and money order only. All forms of payment are to be made payable to FAIRMOUNT PARK.**
- **Cash or Credit Card payments cannot be accepted under any circumstances. All checks returned for insufficient funds will incur additional charges.**
- To ensure the timely process of your application, payments and returns, names and addresses should be validated and match the applicant.

The attached fee schedule does not apply to sites covered by agreements with third parties, indoor City facilities such as recreation centers, libraries, etc., or events with 5,000 or more attendees. In determining the site fee for events with over 5,000 attendees, the following factors shall be considered:

- The length of time of the event.
- The nature of use, including but not limited to, the location of the event and the type of equipment to be brought into the site, and the displacement of any other uses caused by the event and its set-up and/or disassembly.
- The number of people expected to attend.
- Whether the applicant will charge admission to attendees.
- The size and type of the event, including the size of any staging and other event support structures.
- The type and extent of City services required to support the event.

## Special Event Category Definitions

### **Events & Festivals** (Restrictions may apply.)

These are large events held by non-profit and for-profit organizations which are open to public participation and may include, but are not limited to, promotional or commercial events, concerts, or other artistic or cultural performances, and do not otherwise constitute athletic events as defined below. Most of these events will require that the applicant enter into a license agreement with PPR and reimburse the cost of all City services. **Themed events that include, but are not limited to, artificial coloring, obstacles, costumes and character representation, lighting, water features, landscape or property alterations, or any other feature of the event deemed to be unsafe, inappropriate, or an inconvenience to other park users, stakeholders, or the surrounding community cannot be considered.**

Special regulations and application procedures for Park “A” Sites listed below:

East Terrace of the Philadelphia Museum of Art\*

Fairmount Water Works

Rittenhouse Square

\* Event organizers interested in using the East Terrace should contact the Philadelphia Museum of Art before completing this application

Once the completed application and application fee(s) are received, the Special Events Office will approve the proposed event date and times. 50% percent of the site fee must be paid immediately to secure the date. Ten (10) business days prior to any setup for the event, the remainder of the site fee, including the security deposit and any overtime reimbursement must be paid in full.

At least one PPR staff person will be required at all Park “A” sites during setup, the event, and break down of the event. The applicant will be responsible for all costs associated with staff time and will be required to reimburse any additional costs to PPR, either directly or as a deduction from the refundable security deposit.

- Cancellations must be made in writing and addressed to the PPR 1<sup>st</sup> Deputy Commissioner for Parks & Facilities.
- Cancellations made more than 60 days prior to the event date will receive a 75% refund of the security deposit.
- Cancellations made 30-60 days prior to the event date will receive a 50% refund of the security deposit.
- Cancellations made less than 30 days prior to the event date will forfeit the entire security deposit.

**Non-Affiliated Group Events** (attendance of no more than 1,000 spectators/participants. Restrictions may apply.) These are events which are hosted by non-profit organizations whose primary mission is not related to any PPR initiative, asset, or program. The size or scope of these events does not rise to the level of an Event and Festival but will require a certificate of insurance and may require City support. Level 4 events in this category may have up to two (2) vending locations limited to a 10 foot by 20-foot space each, but no promotional tents or vehicles, or any kind of corporate signs or banners will be permitted.

- \*Corporate advertisements or logos promoting businesses of any type, entrepreneurship, products, alcohol products, tobacco products, adult entertainment, or social media handles or otherwise will not be permitted.

## **Athletic Events** (Restrictions may apply.)

Athletic events are any recreational or sporting events designed for public participation including, but not limited to, regattas, road races, cycling races, walks, etc., and have an athletic activity as the primary focus of the event. Sales of any kind, promotional tents or vehicles, corporate signs or banners, amplified sound (except for public address announcements), and music are prohibited in Level 1, 2, or 3. **Athletic Levels 1V, 2V, and 3V will permit up to two (2) vending locations limited to a 20 foot by 20 foot space each, but no promotional tents or vehicles, or any kind of corporate signs or banners will be permitted.** Athletic permits at Level 4 are permitted to have amplified sound, including music and corporate sponsorship signage and banners, but no vending. **All athletic events that require road closures must begin the active portion of the event** (the race, the walk, etc.; *not the set-up, registration, administrative portion, or ceremonies of the event*) **no later than 8:30am to ensure the timely re-opening of traffic lanes and roadways. If the event course distance is greater than a 5K, the active portion of the event must begin no later than 7:30am to ensure the timely re-opening of traffic lanes and roadways.**

## **Rules and Regulations for a Permitted Event**

- A copy of the permit must always remain on site for review.
- No rain dates will be issued.
- Permits are non-transferable.
- The official PPR department logo must be used in all printed and electronic materials (brochures, flyers, banners, t-shirts, websites, advertisements, or giveaways) produced in association with the event at a size equivalent to no less than one-half of the presenting sponsor's logo.
- Parking or driving on grass, service roads or athletic fields is strictly prohibited. Applicants shall ensure that their guests, vendors, concessionaries, and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply can result in the issuance of citations by the PPR Rangers or the Philadelphia Police Department.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or natural amenity in any park area is strictly prohibited and automatically forfeits all or part of the security deposit. Any ground markings on paved or turf areas must be done with non-permanent materials, such as spray chalk or water-based field lining paint.
- 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. \*\* Permit Applicant must complete the ADA Compliance form found in this packet and must submit it to this office prior to review of this application. For more information please visit <https://www.phila.gov/departments/mayors-office-for-people-with-disabilities/resources/>.
- Permit holder agrees to include a safety plan; a detailed strategy designed to address potential risks associated with an Event, including but not limited to emergency response and security measures. Having a plan in place allows you to manage any potential instances that may occur. A safety plan may include the following but not limited to:
  - Including the Philadelphia Police Department.
  - A comprehensive medical emergency plan that includes access to first aid kits, trained medical personnel, and emergency response procedures. Note: Phila. Fire Department, EMS Division retains the first rights of refusal.
  - A detailed parking plan that includes designated areas for attendees and emergency vehicles and clearly defined ingress and egress routes and signage.

- The use of aerial or above ground photography equipment will require additional approvals and/or incur additional charges.
- No corporate advertisements or logos promoting alcohol, tobacco products and/or adult entertainment will be permitted.
- Staking of any kind which includes, but is not limited to, tenting, guide wires, grounding rods, tethering lines and/or signs post is strictly prohibited and automatically forfeits all or part of the security deposit.

## Site Fees, Security Deposits, and Insurance

- All applications must be completed and submitted to the Special Events Office as specified in the Submitting Your Application section on page 2.
- Applicants will be charged 50 percent of the quoted daily site fee for each set up and break down day associated with production of the event.
- No refunds will be granted for **any** cancelled events or inclement weather conditions. All checks returned for insufficient funds will incur additional charges.
- **Any and all payments received less than 14 days prior to the date of permit will need to be in the form of a Cashier's Check.**
- All information contained on the application must match the information on payments made. Any discrepancies found between application and payments received will delay the return of security deposit.
- The certificate of insurance must evidence, at a minimum, general liability with a \$1,000,000 per occurrence limit of liability, specifically naming **the City of Philadelphia, its officers, employees, and agents** as an additional insured. The City reserves the right to require higher limits if the event so warrants. Applicants who do not possess general liability insurance may be eligible to acquire the appropriate insurance through the City's Office of Risk Management. COI must be submitted to receive an executed permit from this office.
- Failure to obey the above rules and regulations will result in the forfeiture of all or part of the event security deposit. Listed below are penalties for permit violations. Refer to the table below for a listing of common violations and their respective penalties. All penalties will be deducted from the event security deposit, unless otherwise agreed to in writing. Penalties that exceed the security deposit paid in advance and being held by PPR will result in an outstanding balance that must be paid upon receipt of notice and prior to consideration of future Special Event permit requests. PPR may deny future Special Event permit requests from any applicant if an outstanding balance exists.

Unauthorized vehicles on grass, athletic fields, pathways, or service roads	Cost of repair, as determined by PPR staff or citations issued by Authorized Agencies
Portable Toilets and hand washing stations on grass	\$25 per unit, at the discretion of PPR Staff
Portable Toilets and hand washing stations left after 48hours	\$25 per unit, at the discretion of PPR Staff
Damage to Park property	Cost of repair, as determined by PPR staff
Misrepresentation of any information required throughout the application process or event implementation	Denial of future requests and/or forfeiture of security deposit
Fastening or attaching any object to any tree, shrub, or natural amenity	Forfeiture of all or part of the security deposit

## Amenities

- PPR does not provide amenities such as sound systems, tables, chairs or other support materials and services.
- Provisions for parking are not included in the issuance of any event permit.
- PPR does not provide portable restrooms or disposable trash containers for Events. These amenities must be procured by the applicant. The appropriate number of these amenities will be determined by the PPR Special Events Manager.
- Tents or canopies measuring over 100 square feet may require additional permits from the City of Philadelphia Department of Licenses & Inspection. Any tent or canopy measuring over 400 square feet will require a separate permit from the Department of Licenses & Inspection. Check the City's website for additional information at [www.phila.gov](http://www.phila.gov).

## Other City Departments and Permits

Any event may require additional permits, approvals, or services from other departments in City government. Below are contact numbers for various services that may be required.

**Police - Sgt. H Trush 215-685-1563 – [henry.trush@phila.gov](mailto:henry.trush@phila.gov)**. Police are required for any road closures, crowd control, gated or admission charged events, or events with alcohol being served.

**Fire/EMS – Capt. D. Sullivan 267-546-7236 – [david.sullivan@phila.gov](mailto:david.sullivan@phila.gov)**. The Fire Department must be contacted for all events. The Fire Department will determine the appropriate levels of emergency medical coverage required.

**Health Department – J. Johnson 215-685-7494 – [dph.ehs.specialevent@phila.gov](mailto:dph.ehs.specialevent@phila.gov)**. Any event planning to distribute, sell or sample food must contact the Health Department for approval and permit.

**Licenses and Inspection – L. Thomas 215-683-0575 – [lakeshia.thomas@phila.gov](mailto:lakeshia.thomas@phila.gov)**. Any event having tents, sales, structures, or electrical generators of any kind must have a permit or license from the Department of Licenses and Inspections.

**Office of Special Events - M. Sabb 215-686-3488 - [mechelle.sabb@phila.gov](mailto:mechelle.sabb@phila.gov)**. Requests for all other City services must be submitted to the Managing Director's Office. These services include street cleaning, sound, and general permission from the city.

**PPR Approved Food Vendors – M. Lepchuk 215-683-0218 – [w.matthew.lepchuk@phila.gov](mailto:w.matthew.lepchuk@phila.gov)**.

Any event that desires to include Food Trucks at their events can contact the PPR Concessions Administrator for a current list of licensed food vendors approved by Philadelphia Parks & Recreation.

\*The use of drones or similar sUAS aerial photography equipment requires additional approvals. The application is available at: [HTTPS://veoci.com/v/p/form/2ftf44vkr7b3?c=63398](https://veoci.com/v/p/form/2ftf44vkr7b3?c=63398) (copy and paste this link). Any request must be approved prior to the use of such equipment.

\*\* The requirement to complete the Safety Plan and ADA Compliance Form must be fulfilled for a review to be conducted by SEO, OSE or any other City Department.

# Fee Schedule

		Attendance	Daily Site Fee	Security Deposit	Insurance Required	Amplified Sound	Stages	Tents	Corporate Sponsorship and Signage	Sampling * Giveaways * Vendors
<b>Events &amp; Festivals</b> (As defined on page 3)  Park “A” sites (as defined on page 3)  All payments must be submitted 45 days prior to event.  Level 4 is for all B.F. Parkway events	Level 1	Up to 1,000	\$3,000	\$2500	Yes	Yes	Yes	Yes	No	Giveaways Only
	Level 1 <b>Park “A”</b>	Up to 1,000	\$5,000	\$2500	Yes	Yes	Yes	Yes	No	Giveaways Only
	Level 2	1,001 – 3,000	\$4,000	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only
	Level 2 <b>Park “A”</b>	1,001 – 3,000	\$7,500	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only
	Level 3	3,001 – 5,000	*\$6,000	Site impact	Yes	Yes	Yes	Yes	Yes	Yes
	Level 3 <b>Park “A”</b>	3,001 – 5,000	*\$10,000	Site impact	Yes	Yes	Yes	Yes	Yes	Yes
	Level 4	N/A	*\$20,000	Site impact	Yes	Yes	Yes	Yes	Yes	Yes
<b>Non-Affiliated Group Events</b> (As defined on page 3)  All payments must be submitted 45 days prior to event.  (This category is not for Park “A” Locations)	Level 1	0 –150	\$150	\$250	Yes	No	No	No	No*	No
	Level 2	151-250	\$250	\$500	Yes	Yes	No	No	No*	No
	Level 3	251-500	\$500	\$1500	Yes	Yes	Yes	No	No*	No
	Level 4	Up to 1,000	*\$1500	\$2500	Yes	Yes	Yes	Yes	No*	Vending, 2 locations only
<b>Athletic Events</b> (As defined on page 3)  All payments must be submitted 45 days prior to event.	Level 1	Less than 1,000	\$1000	\$1500	Yes	P.A.Only	Yes	No	No	Giveaways Only
	<b>Level 1V</b>	<b>Less than 1,000</b>	<b>*\$1500</b>	<b>\$2500</b>	<b>Yes</b>	<b>P.A.Only</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>2 Locations</b>
	Level 2	1,000 to 1,500	\$2000	\$1500	Yes	P.A.Only	Yes	Yes	No	Giveaways Only
	<b>Level 2V</b>	<b>1,000 to 1,500</b>	<b>*\$2500</b>	<b>\$2500</b>	<b>Yes</b>	<b>P.A.Only</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>2 Locations</b>
	Level 3	1,501 to 3,000	\$3000	\$2500	Yes	P.A.Only	Yes	Yes	No	Giveaways Only
	<b>Level 3V</b>	<b>1,501 to 3,000</b>	<b>*\$3500</b>	<b>\$5000</b>	<b>Yes</b>	<b>P.A.Only</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>2 Locations</b>
	Level 4	3,001 to 5,000	\$5000	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only

\*Any event having the sale of alcohol will incur an additional \$1,000 Daily Site Fee surcharge and comply with the PPR Special Events Alcohol Policy.

\*\* Daily Site Fees are non-refundable. The Daily Site Fee for non-Philadelphia based applicants will be double the stated rate.

\*\*\*Applicants will be charged half of the Daily Site Fee for each set-up and breakdown day associated with the production of the event.

# Philadelphia Parks & Recreation

## Special Events Permit Application (revised 1/20/26)

Complete the following five steps and return this portion of the application along with a non-refundable application fee of \$25.00, made payable to **Fairmount Park**. Applications submitted less than 90 days prior to the event must include an additional \$50.00 late fee. All forms of payment received less than 14 days prior to the event will require the payment to be in the form of a **Cashier's Check Only**.

***This office does not accept emailed copies of this application, without prior authorization.***

### Step 1. Provide Event Information

Name of the event \_\_\_\_\_

Park and specific location requested \_\_\_\_\_

Day(s) and Date(s) of event (no rain dates) \_\_\_\_\_

Setup and breakdown dates, if applicable \_\_\_\_\_

Hours of event. Setup time \_\_\_\_\_ start time \_\_\_\_\_ finish time \_\_\_\_\_ breakdown time \_\_\_\_\_ Attendance \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

PPR services requested (electrician, plumber, clean-up, other) \_\_\_\_\_

\_\_\_\_\_

Name of individual or organization \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Non-profit organization? If yes, please attach current verification of 501 (c)(3) status. Yes No

Event Coordinator \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Cellphone number \_\_\_\_\_

E-mail address \_\_\_\_\_

On site contact on event day \_\_\_\_\_



## Step 2. Select Type of Permit

Consult the table on the previous page to determine which type and which level or category of permit is suitable for the event you are planning. Check the corresponding box below. Final determination will be made upon PPR review.

### Non-Affiliated Group Events

- |                          |         |
|--------------------------|---------|
| <input type="checkbox"/> | Level 1 |
| <input type="checkbox"/> | Level 2 |
| <input type="checkbox"/> | Level 3 |
| <input type="checkbox"/> | Level 4 |

### Events & Festivals

#### Other Sites

- |                          |         |
|--------------------------|---------|
| <input type="checkbox"/> | Level 1 |
| <input type="checkbox"/> | Level 2 |
| <input type="checkbox"/> | Level 3 |
| <input type="checkbox"/> | Level 4 |

#### Park "A"

- |                          |         |
|--------------------------|---------|
| <input type="checkbox"/> | Level 1 |
| <input type="checkbox"/> | Level 2 |
| <input type="checkbox"/> | Level 3 |
| <input type="checkbox"/> | Level 4 |

### Athletic Events

- |                          |         |                          |          |
|--------------------------|---------|--------------------------|----------|
| <input type="checkbox"/> | Level 1 | <input type="checkbox"/> | Level 1V |
| <input type="checkbox"/> | Level 2 | <input type="checkbox"/> | Level 2V |
| <input type="checkbox"/> | Level 3 | <input type="checkbox"/> | Level 3V |
| <input type="checkbox"/> | Level 4 |                          |          |

## 3. Additional Information

Amplified sound? (PPR does not provide sound systems) Amplified sound is subject to the City of Philadelphia Noise Ordinance. Describe the type of amplified sound (music and/or PA system) and list hours (no sound system may be used before 7 AM).

Vendor or Contractor providing the service \_\_\_\_\_

Tents? (Tent Vendors must contact Special Events Office before installation begins)

Quantity \_\_\_\_\_ Sizes \_\_\_\_\_ Total Square feet \_\_\_\_\_

Vendor or Contractor providing the service. \_\_\_\_\_

**Alcohol at events is subject to restrictions and requirements.** Any event having the sale of alcohol will incur an additional \$1,000 Daily Site Fee surcharge. All events with the sale or distribution of alcohol must comply with the PPR Special Events Alcohol Policy.

Are you requesting permission to vend beer or wine?	Yes	No
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Are you requesting permission to give away beer or wine?	Yes	No
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### **Vendors, corporate sampling, or product giveaways.**

Will you be requesting permission to display corporate banners, flyers, or logos?	Yes	No
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Will you be requesting permission to vend food and/or merchandise?	Yes	No
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Will you be distributing any sample products or merchandise?	Yes	No
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Are you requesting permission to give participants food or merchandise?	Yes	No
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# Accessibility Plan for ADA Compliance for Special Events

**Event name:**

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**Event date(s):**

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**Event location(s):**

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**Contact name for event accessibility issues:** \_\_\_\_\_

**Contact phone number for event accessibility issues:** \_\_\_\_\_

All City of Philadelphia events must comply with the Americans with Disabilities Act (see Access Board requirements at <https://www.access-board.gov/ada/guides/> and the guide to temporary event accessibility at <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities>). Many of the below items are legally required, as explained in the linked requirements, and all are best practices.

**This is intended to be a general guide, not legal advice; you may need to consult with an attorney for guidance about additional requirements to your specific event or situation. This checklist is subject to change at any time.**

## **Check off which accessibility features will be included in your event and describe your plans:**

### **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.

Please describe your plan:

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### **Restrooms**

- ☐ 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.

Please describe your plan:

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### Seating

- ☐ Designated accessible seating areas with clear sightlines.
- ☐ Flexible seating arrangements to accommodate wheelchairs or mobility devices.
- ☐ Companion seating for those with disabilities.

Please describe your plan:

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### Signage

- ☐ Clear, large, and high-contrast signs indicating accessible areas (entrances, restrooms, etc.).
- ☐ Braille or tactile signs for attendees with who are blind or visually impaired.
- ☐ Visual or text-based signage for Deaf or hard-of-hearing guests.

Please describe your plan:

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### 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.

Please describe your plan:

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### 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).

Please describe your plan:

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### Program Materials

- ☐ Providing event programs in alternate formats (e.g., large print, electronic version, or Braille).
- ☐ Ensuring that the event's website is ADA-compliant with screen reader compatibility.

Please describe your plan:

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### Event Staff and Training

- ☐ Event staff will be trained on ADA requirements and how to assist guests with disabilities.
- ☐ Having a designated staff member or volunteer to assist guests with specific accessibility needs.

Please describe your plan:

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**Food and Beverage Accessibility**

- ☐ Accessible food stations or buffets, with enough space for wheelchair users to reach the counter.
- ☐ Menu options for guests with dietary restrictions related to disabilities.

Please describe your plan:

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**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.

Please describe your plan:

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**Audio/Visual**

- ☐ Sound systems equipped with accessible features like volume control for individuals with hearing impairments.
- ☐ Closed captioning or subtitles for video presentations.
- ☐ If providing ASL interpretation, ASL interpretation should be captured on any livestreaming or video-recording of the event

Please describe your plan:

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**Assistive Devices**

- ☐ Availability of wheelchairs, mobility scooters, or other devices for rent or loan.
- ☐ Accessible charging stations for electric mobility devices.

Please describe your plan:

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**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.

Please describe your plan:

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**Break Areas and Rest Spaces**

☐ Accessible quiet areas or rest zones for individuals with sensory sensitivities.

☐ Comfortable seating options in accessible locations.

Please describe your plan:

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**Online Event Accessibility (if virtual or hybrid event)**

☐ Ensure that any online platforms or streaming services used for virtual events are accessible to individuals with disabilities.

☐ Provide captions and screen reader compatibility for digital content.

Please describe your plan:

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#### Step 4. Read and initial at each blank space

Initialing each provision is required. By initialing each provision, you are agreeing that you have read and understand them. All permits are subject to the following provisions:

- \_\_\_\_\_ The official PPR logo will be used in all printed and electronic materials (brochures, banners, t-shirts, websites, advertisements, or giveaways) produced in association with the permitted event at a size equivalent to no less than ½ the presenting organization or sponsor's logo.
- \_\_\_\_\_ The staff costs for all City of Philadelphia employees must be paid in advance if charges are to be incurred.
- \_\_\_\_\_ All athletic events that require road closures must begin the active portion of the event (the race, the walk, etc.; not the set-up, registration, or administrative portion of the event) no later than 8:30am to ensure the timely re-opening of traffic lanes and roadways. If the event course distance is greater than 5K, the active portion of the event must begin no later than 7:30am to ensure the timely re-opening of traffic lanes and roadways.
- \_\_\_\_\_ Applications must be made to the City of Philadelphia and/or the Commonwealth of Pennsylvania for alcohol, food, and other licenses, which are required to hold your event.
- \_\_\_\_\_ PPR is not able to provide amenities such as portable restrooms, sound systems, tables, chairs or other support materials and services.
- \_\_\_\_\_ The permit holder is required to secure portable restrooms, washing stations, disposable trash containers, and all other amenities required to support the event.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Any single tent or canopy measuring over 100 square feet requires a permit from the City of Philadelphia's Department of Licenses and Inspections.
- \_\_\_\_\_ Applicant/organization must submit a certificate of insurance to the Special Events Office no later than 30 days prior to the event.
- \_\_\_\_\_ Applicant/organization's address checks for all payments, and Certificate of Insurance must be the same on all documents.
- \_\_\_\_\_ \*\*Applicant/Organization must submit the contained ADA Compliance Checklist, prior to a review of this application by any City Office or Department.
- \_\_\_\_\_ Applicant/Organization is aware that a safety plan be created in anticipation for this event.
- \_\_\_\_\_ I have carefully read all the above instructions, rules, and regulations on all the pages in this application and agreed to abide by the requirements contained therein.

#### Step 5. Sign and return with all payments and required documentation.

Organizer (Legal Name of Organization)\_\_\_\_\_

\_\_\_\_\_  
Name of Authorized Signing Party:

\_\_\_\_\_  
Title/Position

**Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_