



## Wedding Ceremony & Wedding/Engagement Photos Permit

### Please read and complete the following steps.

Before completing this application, please note the following restrictions and locations for additional information:

The following locations are not under Philadelphia Parks and Recreation jurisdiction and must be contacted directly for location requests:

- The Merchant Exchange & First Bank or any other property at Historical Independence Hall (including Washington Square):  
Please contact the National Park Service  
215-597-9205  
[inde\\_permits@nps.gov](mailto:inde_permits@nps.gov)
- The Rodin Museum:  
Please contact the Philadelphia Museum of Art  
215-763-8100  
[rodinmuseum.org](http://rodinmuseum.org)
- The Headhouse of Philadelphia is a private venue.  
Please contact them directly  
[headhousesquare.org/contact](http://headhousesquare.org/contact)

The following locations are under Philadelphia Parks and Recreation jurisdiction but have the following restrictions:

- Rittenhouse Square is **NOT** an approved location for Wedding Ceremonies or Photographs.
- The Azalea Garden is **NOT** an approved location for Wedding Ceremonies.

Return the 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.

If application is received less than 14 days prior to the requested date, payment must be made with a Cashier's Check only.

**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



Official Use Only  
PERMIT NUMBER

### ***STEP 1. Select Type of Permit***

<input type="checkbox"/> Wedding Photos - Azalea Garden & Other Approved Locations	\$50 per hour (Restrictions may apply)
<input type="checkbox"/> Wedding Photos – Water Works Gazebo (Round)	\$150 per hour (Restrictions may apply) until 3pm
<input type="checkbox"/> Wedding Photos - FDR Park Boathouse	\$150 per hour (Restrictions may apply)
<input type="checkbox"/> Wedding Ceremony - All Approved Locations (Permission not granted for amplified sound or seating)	\$200 per 2 hour (Restrictions may apply)
<input type="checkbox"/> Wedding Ceremony - Water Works Gazebo (Round) (Permission not granted for amplified sound or seating)	\$500 per 2 hour (Restrictions may apply) until 3pm
<input type="checkbox"/> Wedding Ceremony – FDR Park Boathouse (Permission not granted for amplified sound or seating)	\$500 per 2 hour (Restrictions may apply)

\*\* This application is for Wedding Ceremony and/or Wedding or Engagement Photos only. Requesting an outdoor wedding reception, the use of chairs, the use of amplified sound or requesting any Park services at a Parks & Recreation location, will also require the submission of the Parks & Recreation Special Events Application.

### ***STEP 2. Provide Wedding Party and Contact Information***

Name of Wedding Party \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Point of Contact (If different from Applicant) \_\_\_\_\_

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

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

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

### ***STEP 3. Provide Location Information***

Date of ceremony/photos \_\_\_\_\_

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

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

#### **STEP 4. Read and Sign (please initial all Xs)**

- Permits are nontransferable and non-refundable. Refunds will not be granted for inclement weather.
- Additional fees will be charged for rescheduling.
- Applicant shall ensure that all parties involved in the event do not drive or park vehicles on grass, athletic fields, or service roads.
- 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.
- A copy of the permit must be presented at the time of request.
- 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.
- 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.
- 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.
- 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.
- Photos at or in front of the Philadelphia Museum of Art are prohibited; prohibited areas include East Terrace and the steps overlooking the Parkway.
- 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.
- 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/>.

**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.**

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Signature of applicant

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Date