



**PHILADELPHIA  
PARKS &  
RECREATION**

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**Philadelphia Parks & Recreation**

# **Special Events Permit Application**

## **Events and Festivals**

# **2014**



**Philadelphia Parks & Recreation  
Special Events Office  
Case Building  
4300 S. Concourse Drive  
Philadelphia, PA 19131  
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 package to get your permit:

PPR has designated areas for events. Any gathering of 50 people or more in one location, or any gathering requiring tents, sound systems, staging and/or any type of equipment is considered to be 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.

## 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.** 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 \$30.00 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. **Faxed or 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 \$25.00 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 or deny the application.
- Within 30 days of submitting the completed application and \$25.00 fee, the applicant should 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.
- **The only acceptable form of payment for all application fees, site fees, security deposits, and staff costs is a check, cashier's check, or money order, made payable to Fairmount Park. Credit card payments or cash cannot be accepted under any circumstances.**

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** (attendance of no more than 5,000 spectators/participants. 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 \$25.00 application fee are received, the Special Events Office will approve the date and times. 50% 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 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.

**Athletic Events** (attendance of no more than 5,000 spectators/participants. 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 10 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.

**Individuals** (attendance of no more than 100 participants.) These are private events hosted by an individual that is not affiliated with, or representing, a for-profit or non-profit group or organization. No City services will be provided, and the applicant will be required to indemnify and hold PPR and the City of Philadelphia harmless.

## Rules and Regulations for a Permitted Event

- A copy of the permit must remain on site for review at all times.
- 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.
- 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.
- No corporate advertisements or logos promoting alcohol products, tobacco products, casinos or adult entertainment will be permitted.

## Benjamin Franklin Parkway Rules and Regulations

In combination with the renovations and development of the Parkway, the rules and regulations of the PPR will be strictly enforced.

- 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.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or natural amenities on the Benjamin Franklin Parkway is strictly prohibited and automatically forfeits all or part of the security deposit.
- Parking or driving on grass, sidewalks, or grass panels is strictly prohibited. Applicants shall ensure that their guests, vendors, concessionaries and exhibitors shall not park or drive vehicles on grass, sidewalks, or grass panels.

## 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 above.
- Applicant 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.
- Security deposits will be refunded approximately 60 days following the event date if all requirements are met and the site is left clean and without damage.
- 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.
- 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	\$50 per vehicle plus the cost of repair
Portable Toilets and hand washing stations on grass	\$25 per portable toilet or hand washing station
Portable Toilets and hand washing stations left after 24 hours	25% of security deposit per day
Damage to Park property	Cost of repair
Misrepresentation of any factual 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. M. Bergiven 215-685-1563 [michael.bergiven@phila.gov](mailto:michael.bergiven@phila.gov).** Police are required for any road closures, crowd control, gated or admission charged events, or events with alcohol being served.

**Fire – Capt. R. McCahery 215-685-9170 e-mail - [ray.mccahery@phila.gov](mailto:ray.mccahery@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. Logan 215-685-7493 [james.logan@phila.gov](mailto:james.logan@phila.gov)** Any event planning to distribute, sell or sample food must contact the Health Department for approval and permit.

**Licenses and Inspection – M. Blaney 215-686-2522 e-mail - [maureen.blaney@phila.gov](mailto:maureen.blaney@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.

**Managing Director’s Office - M. Sabb 215-686-3488 e-mail - [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. Wilken 215-683-0232 email – [marc.wilken@phila.gov](mailto:marc.wilken@phila.gov).**

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

# 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
	<b>Level 1 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
	<b>Level 2 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
	<b>Level 3 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	\$250	\$250	Yes	No	No	No	No	No
	Level 2	151-250	\$500	\$500	Yes	Yes	No	No	No	No
	Level 3	251-500	\$1000	\$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>
<b>Level 4</b>	<b>3,001 to 5,000</b>	<b>\$5000</b>	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only	
<b>Individuals</b> (as defined on page 3)		1-100	\$500	Site impact	No	No	No	No	No	No

Site fees are non-refundable.

Applicants will be charged half of the daily site fee for each set-up and breakdown day associated with the production of the event.

The daily site fee for non-Philadelphia applicants will be double the stated rate.

# Philadelphia Parks & Recreation

## 2014 Special Events Permit Application

Complete the following five steps and return this portion of the application along with the application fee of \$25.00, made payable to Philadelphia Parks and Recreation. Applications submitted less than 90 days prior to the event must include an additional \$30 late fee.

**Faxed or emailed copies of this application will not be accepted.**

### 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 \_\_\_\_\_ Fax number \_\_\_\_\_

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

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

### Step 2. Select Type of Permit

Consult the table on the previous page in order 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

Level 1

Level 2

Level 3

Level 4

#### Events & Festivals

##### Other Sites

Level 1

Level 2

Level 3

Level 4

##### Park "A"

Level 1

Level 2

Level 3

Level 4

#### Athletic Events

Level 1  Level 1V

Level 2  Level 2V

Level 3  Level 3V

Level 4

Individuals

### 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 company must contact Special Events Office before any installation)

If tents or canopies are planning to be erected, please describe .

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

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

**Alcohol at events is subject to restrictions and requirements.**

Are you requesting permission to vend beer or wine? Yes No

Are you requesting permission to give away beer or wine? Yes No

**Vendors, corporate sampling, or product giveaways.**

Will you be requesting permission to display corporate banners, flyers or logos? Yes No

Will you be requesting permission to vend food or merchandise or sample any products? Yes No

Will you be selling retail merchandise? Yes No

Are you requesting permission to give participants food or merchandise? Yes No

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

- 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. \_\_\_\_\_
- A copy of the permit must remain on-site for review at all times. \_\_\_\_\_
- 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, 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. A permit will not be issued if an acceptable Certificate of Insurance is not received. \_\_\_\_\_
- Applicant/organization’s address, checks for all payments, and Certificate of Insurance must be the same on all documents. \_\_\_\_\_
- I have carefully read all of the above instructions, rules, 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**

For Organizer:

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

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

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

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

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