



Office of Special Events
One Parkway Building
1515 Arch Street - 15th Floor
Philadelphia, PA 19102

Phone: (215) 686 - 3488
Email: OSE@phila.gov
Web: www.phlevents.org



CITY OF PHILADELPHIA

2018 SPECIAL EVENT APPLICATION

James F. Kenney
Mayor

Michael DiBerardinis
Managing Director

Jazelle Jones
Director of Operations

Mechelle Sabb
Deputy Director of Operations

APPLICATION FEE: \$25.00

LATE FEE: \$50.00 (LESS THAN 90 DAYS IN ADVANCE)

CHECK OR MONEY ORDER MADE PAYABLE TO "THE CITY OF PHILADELPHIA"

CASH OR CREDIT CARDS NOT ACCEPTED

Please read, complete, and submit this application to request a special event permit. There is a \$25.00 non-refundable administrative processing fee for this form. **Applications must be submitted (90) days in advance.** Applications submitted less than (90) in advance must include an additional \$50.00 non-refundable late fee. **Applications for "Demonstrations" must be received at least (5) business days in advance of the proposed event date.** Exceptions will be made if the proposed Demonstration is a spontaneously-planned event in response to a recent occurrence (timed to coincide with a recent or future political or other announcement, decision, determination, or declaration). Applications for Demonstrations requiring or requesting the rental and use of City-owned equipment for the production or staging of the Demonstration must be submitted at least (60) business days prior to the proposed event date. **This form is not a permit.** Completion of this application does not constitute an automatic approval and does not guarantee an approval will be given.

This application may be saved and submitted electronically via email to OSE@phila.gov. Applications submitted via email will receive an emailed receipt with a reference number within (2) business days. Application fees must be hand-delivered or mailed to the Office of Special Events, with the corresponding reference number, within (10) days of submission. Applications **will not be processed** until the application fee (including late fee, if applicable) is paid in full.

Event producers are **NOT** to issue any press releases for the event until the necessary approvals and/or permits have been issued. Please plan accordingly and allow enough lead time for review of all documents and paperwork.

Other City of Philadelphia departmental applications may be required including, but not limited to:

- Fire Department/Emergency Medical Services Application.
- Department of Health Temporary Special Events Application and/or Sponsor Application for food/beverage protection services.
- Department of Licenses and Inspection for sales of food, merchandise or for tents larger than 400 square feet.
- Department of Parks & Recreation Special Event Application for use of recreation centers, designated park areas, bleachers or the Snowmobile.
- Streets Department Festival Street Closure Applications and/or Street Event Applications for events taking place on city streets, **not** controlled by Department of Parks & Recreation.

Please refer to each application for the appropriate fees and submission process. Failure to follow the process and forward your application to the appropriate address will cause a delay in processing.

Note: Applicant is responsible for costs incurred by the City for services rendered for the event, e.g.,

- Police, Public Property, Licenses & Inspections, Sanitation, etc. A cost estimate will be provided prior to issuance of the permit. Failure to do so shall not impact, limit, or affect applicant's obligations to reimburse the City for its costs.

For other questions or concerns regarding this process, please contact the Office of Special Events at 215-686-3488.

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STEP 1: GENERAL EVENT INFORMATION

EVENT TYPE:

EVENT NAME:

EVENT DATE(S):

SETUP DATE:

BREAKDOWN DATE:

IS THE EVENT "RAIN OR SHINE"?:

SETUP START TIME:

EVENT START:

EVENT END:

BREAKDOWN END:

EVENT LOCATION (BE SPECIFIC AND INCLUDE ALL AFFECTED ROADS, VENUES, ETC):

WILL THIS EVENT REQUIRE ROAD CLOSURES?:

**ROAD CLOSURES FOR EVENTS OUTSIDE OF THE FAIRMOUNT PARK SYSTEM ("PARK") REQUIRE SUBMISSION OF THE FESTIVAL STREET CLOSURE APPLICATION (SEE APPLICATION ANNEX 1A). THIS REQUIREMENT DOES NOT APPLY TO PARADES (TRADITIONAL & RUNS/WALKS) AND/OR DEMONSTRATIONS.*

WILL THIS EVENT TAKE PLACE ON PARK PROPERTY?:

**EVENTS TAKING PLACE AT RECREATION CENTERS, PLAYGROUNDS AND PARK PROPERTY REQUIRE SUBMISSION OF THE PARKS & RECREATION SPECIAL EVENT APPLICATION (SEE APPLICATION ANNEX 1B) IN ADDITION TO THIS APPLICATION. APPLICANTS ARE ENCOURAGED TO CONTACT THE PARKS & RECREATION SPECIAL EVENTS OFFICE AT 215-685-0060 FOR SCHEDULING AND ADDITIONAL INFORMATION.*

EVENT DESCRIPTION (INFORMATION MAY BE USED ON PUBLIC CITY EVENT CALENDAR):

PROJECTED DAILY ATTENDANCE:

ATTENDANCE TYPE:

WILL FOOD/BEVERAGES BE DISTRIBUTED?:

**IF FOOD AND/OR BEVERAGES ARE TO BE SOLD OR SAMPLED, THE APPLICANT MUST SUBMIT THE HEALTH DEPARTMENT SPECIAL EVENT SPONSOR APPLICATION (SEE APPLICATION ANNEX 1C). INDIVIDUAL VENDORS ARE RESPONSIBLE FOR SUBMISSION OF THE HEALTH DEPARTMENT EVENT VENDOR APPLICATION (SEE APPLICATION ANNEX 1D). EVENT ORGANIZER MUST PROVIDE A COMPLETE LIST OF PARTICIPATING VENDORS (SEE PAGE 2).*

ARE YOU WILLING TO PARTNER WITH A THIRD-PARTY EMERGENCY MEAL PROVIDER TO DONATE EXCESS FOOD AND/OR BEVERAGES? IF YES, YOUR PHONE NUMBER AND EMAIL ADDRESS WILL BE SHARED WITH THE PHILADELPHIA FOOD ACCESS COLLABORATIVE FOR FOLLOW UP INFORMATION.

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STEP 1: GENERAL EVENT INFORMATION (CONTINUED)

WILL ALCOHOLIC BEVERAGES BE SOLD OR SAMPLED?:

NAME OF VENDOR PROVIDING ALCOHOLIC BEVERAGES:

**IF ALCOHOLIC BEVERAGES ARE TO BE SOLD OR SAMPLED, THE APPLICANT MUST SUBMIT AN ALCOHOL MANAGEMENT PLAN AND SITE MAP DEPICTING ALL POINTS OF SALE WITH THIS APPLICATION. ALCOHOLIC BEVERAGES MUST BE DISTRIBUTED AND CONSUMED IN ESTABLISHED "BEER GARDENS", WHICH ARE BARRICADED ZONES THAT DISTINGUISH ALCOHOL SERVICE AREAS FROM THE OVERALL EVENT FOOTPRINT. ADDITIONAL POLICE OFFICERS MUST BE HIRED AT THE EXPENSE OF THE EVENT ORGANIZER AND INCREASED SITE FEES MAY APPLY.*

WILL THE EVENT INCLUDE FIREWORKS, PYROTECHNICS, OR SPECIAL EFFECTS?:

WILL THE EVENT INCLUDE AMPLIFIED SOUND?:

IF YES, LIST HOURS:

WILL THE EVENT INCLUDE TENTS AND/OR CANOPIES?:

NUMBER OF TENTS:

TENT SIZES:

**SINGLE TENTS OR CANOPIES MEASURING OVER 400 SQUARE FEET REQUIRE A TEMPORARY TENT OPERATIONS PERMIT FROM THE DEPARTMENT OF LICENSES & INSPECTIONS (SEE APPLICATION ANNEX 1E).*

WILL THE EVENT INCLUDE MERCHANDISE SALES? :

WILL THE EVENT INCLUDE STAGING OR OTHER TEMPORARY STRUCTURES?:

LIST & DESCRIBE STAGING AND/OR TEMPORARY STRUCTURES:

NUMBER OF VENDORS:

WILL THE EVENT INCLUDE PORTABLE RESTROOMS?:

IF YES, PROVIDE TOTAL NUMBER OF STANDARD UNITS :

TOTAL ADA-ACCESSIBLE UNITS :

LIST ALL PARTICIPATING VENDORS AND SUBCONTRACTORS (ATTACH DOCUMENT IF NECESSARY):

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STEP 2: APPLICANT INFORMATION

NAME OF INDIVIDUAL OR ORGANIZATION:

APPLICANT NAME (IF DIFFERENT FROM ABOVE):

TITLE HELD IN ORG.:

ORGANIZATION TYPE:

IS THIS ORGANIZATION REGISTERED 501C3 NON-PROFIT?:

TAX ID #:

MAILING ADDRESS (CORRESPONDENCE WILL BE SENT TO THIS ADDRESS UNLESS OTHERWISE NOTED):

STREET ADDRESS.:

CITY:

STATE:

ZIP CODE:

EMAIL ADDRESS:

OFFICE PHONE:

MOBILE PHONE:

FAX:

STEP 3: EVENT CONTACT INFORMATION

NAME OF PRIMARY EVENT DAY CONTACT:

EMAIL ADDRESS:

MOBILE PHONE:

NAME OF SECONDARY EVENT DAY CONTACT:

EMAIL ADDRESS:

MOBILE PHONE:

PROVIDE ADDITIONAL CONTACT INFORMATION AND INSTRUCTIONS (IF APPLICABLE):

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STEP 4: CITY EQUIPMENT & SERVICES

THE APPLICANT IS SOLELY RESPONSIBLE FOR REIMBURSING THE CITY FOR COSTS INCURRED FOR EQUIPMENT AND SERVICES RENDERED IN CONNECTION WITH THE EVENT, INCLUDING OVERTIME.

STAGING - FIXED HEIGHT @ 3' (CHECK BOX NEXT TO SELECTION)

4'x8'x3'	QUANTITY:	16'x24'x3'	QUANTITY:
8'x8'x3'	QUANTITY:	16'x32'x3'	QUANTITY:
8'x16'x3'	QUANTITY:	24'x24'x3'	QUANTITY:
16'x16'x3'	QUANTITY:	24'x32'x3'	QUANTITY:

OTHER: SIZES: QUANTITY:

BLACK OR PATRIOTIC BUNTING? INSTRUCTIONS:

PARKS & RECREATION SHOWMOBILE (16'x24'x3') WITH OR WITHOUT SOUND?

BLEACHERS? **FOR SHOWMOBILE/BLEACHER BOOKING, PLEASE CONTACT BARRY BESSLER AT 215-683-0202.*

RISERS - ADJUSTABLE HEIGHT UP TO 4' (CHECK BOX NEXT TO SELECTION)

4'x8'	QUANTITY:	8'x16'	QUANTITY:
8'x8'	QUANTITY:	16'x16'	QUANTITY:

OTHER: SIZES: QUANTITY:

INSTRUCTIONS:

AMPLIFIED SOUND / SOUND SYSTEMS (CHECK BOX NEXT TO SELECTION)

PORTABLE PA SYSTEM (PUBLIC ADDRESS W/ SMALL, PORTABLE SPEAKERS) QUANTITY:

PA SYSTEM (PUBLIC ADDRESS W/ OVERHEAD HORNS) QUANTITY:

SMALL SOUND SYSTEM (2 SPEAKERS - 1200 WATTS) QUANTITY:

MEDIUM SOUND SYSTEM (4 SPEAKERS & MONITOR - 2500 WATTS) QUANTITY:

PHILLY SOUND SYSTEM (4 SPEAKERS, 2 MONITORS & SUB-WOOFER - 7500 WATTS) QUANTITY:

CONCERT SYSTEM (4 SPEAKERS, 2 MONITORS & 4 SUB-WOOFERS - 14,000 WATTS) QUANTITY:

PODIUM: MULT. BOX (PRESS AUDIO TIE-IN):

MICROPHONES: QUANTITY: STAND OR HANDHELD:

INSTRUCTIONS:

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STEP 4: CITY EQUIPMENT & SERVICES (CONTINUED)

THE APPLICANT IS SOLELY RESPONSIBLE FOR REIMBURSING THE CITY FOR COSTS INCURRED FOR EQUIPMENT AND SERVICES RENDERED IN CONNECTION WITH THE EVENT, INCLUDING OVERTIME.

ELECTRICAL POWER (CHECK BOX NEXT TO SELECTION)

GENERATOR (LIMIT 1 PER EVENT): **ANTICIPATED LOAD (WATTS):**

ELECTRIC DROP(S): **QUANTITY:**

INSTRUCTIONS:

BARRICADES (CHECK BOX NEXT TO SELECTION)

METAL - BIKE-RACK STYLE - 8' LONG: **LINEAR FEET (TOTAL):**

INSTRUCTIONS:

EMERGENCY MEDICAL SERVICES (EMS COVERAGE)

PHILADELPHIA FIRE DEPARTMENT EMS COVERAGE (EMS COVERAGE REQUIRED IF EXPECTED ATTENDANCE IS GREATER THAN 2,000 PEOPLE)

PRIVATE COMPANY (PHILADELPHIA FIRE DEPARTMENT EMS HAS THE RIGHT OF FIRST REFUSAL; LIST COMPANY NAME & ADDRESS BELOW AND ATTACH COMPANY EMS PLAN FOR REVIEW/APPROVAL BY PFD)

SANITATION SERVICES (CHECK BOX NEXT TO SELECTION)

THE CITY OF PHILADELPHIA IS WORKING TOWARDS BECOMING A ZERO WASTE & LITTER FREE CITY. WITH THIS NEW INITIATIVE, ALL EVENTS MUST HAVE A COMPREHENSIVE WASTE MANAGEMENT PLAN FOR TRASH & RECYCLING.

WE WILL USE THE CITY FOR STREET SANITATION SERVICES. INDICATE SERVICES BELOW.

WE WILL USE A PRIVATE COMPANY FOR SANITATION SERVICES (IF CHECKED, PLEASE PROVIDE COMPANY NAME & ADDRESS IN THE BOX BELOW):

STREET CLEANING - PLEASE SPECIFY BEFORE, AFTER OR BOTH BELOW:

TRASH BINS (QUANTITY):

RECYCLING BINS (QUANTITY):

TRASH / RECYCLING PICKUP - PLEASE SPECIFY BEFORE, AFTER OR BOTH BELOW:

NOTE: FOR "ZERO WASTE MANAGEMENT" OPTIONS PLEASE SEE STEP 5.

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STEP 5: ZERO WASTE MANAGEMENT (OPTIONAL SECTION)

THE APPLICANT IS SOLELY RESPONSIBLE FOR REIMBURSING THE CITY FOR COSTS INCURRED FOR EQUIPMENT AND SERVICES RENDERED IN CONNECTION WITH THE EVENT, INCLUDING OVERTIME.

THE CITY OF PHILADELPHIA IS WORKING TOWARDS BECOMING A ZERO WASTE & LITTER FREE CITY. WITH THIS NEW INITIATIVE, WE ARE ENCOURAGING THE USE OF ADDITIONAL METHODS TO INCLUDE IN THE WASTE MANAGEMENT PLAN. PLEASE NOTE, THESE ARE NOT REQUIRED. IF ANY BOXES ARE CHECKED A MEMBER OF OUR STAFF WILL REACH OUT TO CLARIFY DETAILS.

PLEASE SEE THE BROCHURE FOR MORE INFORMATION ABOUT OPTIONS BELOW.

COMPOST (CHECK BOX NEXT TO SELECTION)

WE WILL USE THE CITY FOR COMPOST PICKUP WITH PHILACYCLE BINS AND A PHILACYCLE CAPTAIN.

WE WILL USE THE CITY FOR COMPOST PICKUP WITH PHILACYCLE BINS AND PHILACYCLE CAPTAIN + PHILACYCLE VOLUNTEERS.

WE WILL USE A PRIVATE HAULER FOR COMPOST PICKUP.

WE WILL USE A PRIVATE HAULER FOR COMPOST PICKUP WITH PHILACYCLE BINS AND A PHILACYCLE CAPTAIN.

WE WILL USE A PRIVATE HAULER FOR COMPOST PICKUP WITH PHILACYCLE BINS AND A PHILACYCLE CAPTAIN + PHILACYCLE VOLUNTEERS.

WASTE REDUCTION (CHECK BOX NEXT TO SELECTION)

REFILLABLE WATER STATIONS

COMPOSTABLE MATERIALS

OTHER, PLEASE LIST BELOW:

REUSABLE MATERIALS

EXCESS FOOD DONATIONS

NON-SINGLE STREAM RECYCLING (CHECK BOX NEXT TO SELECTION)

ELECTRONIC WASTE

WOOD (PALLET)

OTHER, PLEASE LIST BELOW:

METAL

POLYSTYRENE (STYROFOAM)

**FOR MORE INFORMATION ABOUT THE ABOVE OPTIONS,
PLEASE REFER TO THE ZERO WASTE MANAGEMENT OPTIONS BROCHURE LOCATED ON OUR
APPLICATION PAGE ONLINE.**

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STEP 6: PLEASE READ SIGN & DATE

By signing and submitting this application, the applicant understands and agrees as follows:

- A.** Applicant will neither allow, nor engage in, any discriminatory practices or policies regarding race, color, religion, ancestry, national origin, sex, gender identity, sexual orientation, age or disability. Applicant shall comply with all applicable local, state or federal laws, rules or regulations, and obtain all necessary permits and licenses, in exercising the rights granted under its permit including, but not limited to, ASCAP, BMI, SES-AC and similar performance licenses, required for the use of copyrighted or licensed material in connection with the event or activity, or otherwise required in connection with the use of the facility for the event or activity.
- B.** Applicant is fully responsible for conduct of all spectators, as well as participants at its event; and will be required to provide identifiable adult supervision/security upon request.
- C.** Borrowed equipment must be returned in the same condition as when borrowed.
- D.** Applicant must leave event site in the same condition as when found, reasonable wear and tear excepted.
- E.** The City is not responsible for anything left or stored on the event grounds by Applicant.
- F.** Smoking is not permitted inside City buildings or on Park property. Applicant shall be responsible for enforcement of this requirement on its guests and/or invitees.
- G.** Unless otherwise waived by the City of Philadelphia Division of Risk Management, applicant shall submit a certificate of insurance evidencing commercial general liability insurance covering the event and use of the facility with minimum limits of \$1,000,000 per occurrence, naming the City of Philadelphia as an additional insured, or if determined by the City's Risk Management Division.
- H.** Applicant agrees to assume all legal liabilities for accidents/injuries -- and will hold neither the City of Philadelphia nor any of its employees, agents, or representatives liable for any resulting claims/lawsuits. Applicant agrees to indemnify, defend and hold the City of Philadelphia and its employees, officers, agents and representatives harmless from any claim, act or proceeding related to or based upon Applicant's entrance, presence, and/or use of the property. Applicant agrees to release, waive and forever discharge the City, its employees, officers, agents and representatives from any and all manner of claims, actions or causes of action, suits, demands whatsoever, in law or in equity, which it may have against the City, its employees, officers, agents and representatives, in and/or on the property, or in any way connected to or arising from its presence and/or activities at the property.
- I.** Individual/group agrees to provide full restitution to the City for any damages, thefts, losses or costs to the City that may occur during the permitted activity including, but not limited to, restitution for damage to any property borrowed from the City. A monetary security deposit may be required at the discretion of the City.
- J.** No alcohol is permitted without the approval of the Office of Special Events and the PA Liquor Control Board. A copy of all the permits must remain on-site for inspector's review. Applicants must apply with the City of Philadelphia and/or the Commonwealth of PA for alcohol, merchandise vending, food vending, and other sampling.
- K.** The City is unable to provide certain amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, tents/canopies, and lighting. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and tents/canopies for the event at the applicant's sole expense. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events requiring City support and services.
- L.** Special Events cancellations or cancellation of requested services must be made in writing (10) days prior to the event. In the event of inclement weather, cancellations or requests to reschedule must be made in writing at least (48) hours prior to the event. Failure to provide written verification will result in the sponsor(s) being required to reimburse the City of Philadelphia for the agreed upon services.
- M.** VIOLATION OF ANY OF THE ABOVE MAY RESULT IN SANCTIONS AND DISCIPLINARY ACTION, ranging from a warning, to immediate revocation of this permit, legal action, and/or monetary penalties.

ADDITIONAL CONDITIONS:

Legal Name of Organization: _____

Authorized Signer (print name) and Title: _____

Signature: _____ Date: _____

Electronic Signature:

Please type your First and Last Name

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above terms.