



CITY OF PHILADELPHIA

2021 SPECIAL EVENT APPLICATION

Standard Application Fee: \$25.00 (90 Days in advance or more and all "Demonstrations")

Expedited Application Fee: \$75.00 (Less than 90 days in advance)

[ONLINE APPLICATION FEE PAYMENTS CAN BE MADE HERE](#)

Checks and money orders made payable to "The City of Philadelphia"

Cash is not accepted

This form is not a permit. Please read this application in full. Completion of this application does not constitute an automatic approval and does not guarantee that a permit will be issued. Application fees are non-refundable. Applications will not be processed until the application fee (including late fee, if applicable) is paid in full.

This application may be submitted electronically. You must download the application and save the file before entering information. Do not complete this form in your Internet browser. Open the saved file using [Adobe Acrobat Reader](#) and enter information into the form.

Your completed application will automatically attach to an outgoing email by pressing the "Submit Form" button on page 6 of this form. You may also download and save this form to your computer, type your responses, save the completed form, and attach it to an outgoing email addressed to OSE@phila.gov. Applications submitted via email will receive an emailed receipt with a reference number within (5) business days. Email submission of application is preferred. Applications and applicable fees may be hand-delivered or mailed to the Office of Special Events (see address above).

Applications for "Demonstrations" should be submitted 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 (to coincide with a recent or future political or other announcement, decision, determination, or declaration). **The application fee for "Demonstrations" is \$25.00, regardless of submission date.**



Special Events Covid-19 Operating Plan

A written Covid-19 operating plan is required for your event. This plan must be submitted with the special event application. The plan must include how you will:

Isolate Employees, vendors and participants that are exhibiting symptoms should not be permitted to work/enter. Please provide details about any screening policies that will be implemented and who will be enforcing them.

Masks/Facial Coverings All persons within the perimeter of the event must wear a facial covering at all times. The only time a facial covering can be removed is when the person is seated at a table and actively eating and drinking. How will your event ensure that the public, event staff and vendors all wear facial coverings?

Distance Space must be maintained between people at all times. How will you ensure that participants maintain the required distance? How will you ensure that the distance is maintained between customer and vendor and between employees?

Reduce Crowds The sponsor of the event is required to limit the number of people in close contact with each other. Review [the guidance documents](#) to determine how many people can attend the event. This includes while walking through the footprint, while seated, while standing in line. How will the event ensure that crowding does not occur? Please be specific and include signage and employees designated to aid in the reduction of crowding.

Barriers Physical barriers are required at any area where a distance of six feet cannot be maintained. Will each individual vendor be responsible for taking orders, payment etc.? Will you require that each vendor have a physical barrier? If not, how will you enforce the distance requirement?

Handwashing Handwashing is essential to the prevention and transmission of Covid-19. How many handwashing stations do you plan on having? Will they be for the public? Will the vendors provide their own? Please provide details of location, type and how they will be maintained.

Clean High touch surfaces should be sanitized frequently. How will this be done? Who will be responsible for doing this?

Communicate Please provide details about signage and social distancing markers, including number, type and placement. Please provide details about how you will ensure that these Covid-19 requirements are followed. Identify key personnel who be responsible for ensuring that these guidelines are followed.

The City of Philadelphia has provided guidance for operating safely during the Covid-19 pandemic. For more information about this guidance go to <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/#/>

The plan should be specific for the location and include requirements for the event sponsor, employees/volunteers, overall vendor guidelines and the public. You can email OSE@phila.gov with any questions.

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OFFICE USE ONLY

REF #:

DATE:

Step 1: Applicant Information

Name of Individual or Organization:

Applicant Name (If Different from Above):

Title Held in Org.:

Is This Organization a Registered 501C3 Non-Profit?:

Tax ID #:

Street Address:

City:

State:

Zip Code:

Email Address:

Office Phone:

Mobile Phone:

Fax:

Step 2: Event Information

Event Name:

Event Type:

Event Description (Information Will Be Used on Public City Event Calendar):

Event Date(s):

Setup Start Date:

Breakdown End Date:

No Rain Dates will be Issued

Projected Daily Attendance:

Attendance Type:

Setup Start Time:

Event Start Time:

Event End Time:

Breakdown End:

Event Location (Be Specific & Include All Affected Roads, Venues, Etc.):

Primary Event Day Contact:

Mobile Phone:

Email Address:

Secondary Event Day Contact:

Mobile Phone:

Email Address:

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Step 2: Event Information (Continued)

Will this event require road closures?:

*Road closures for events outside the Fairmount Park System require submission of the [Festival Street Closure Application](#). This requirement does not apply to Parades, Runs/Walks, and/or Demonstrations.

Will this event take place in Fairmount Park or on Parks & Recreation property?:

*Events taking place at Recreation Centers, Playgrounds, and Park Property will also require submission of the [Parks & Recreation Special Event Application](#). Applicants are encouraged to contact the Parks & Recreation Special Events Office at 215-685-0060.

Food, Beverage & Merchandise:

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](#). Individual vendors are responsible for submission of the [Health Department Event Vendor Application](#). The event organizer must provide a complete list of participating vendors.

Are you willing to partner with a third-party emergency meal provider to donate excess food/beverages?:

*If yes, your phone number and email address will be shared with the Philadelphia Food Access Collaborative.

Will alcoholic beverages be sold or sampled?:

*If alcoholic beverages are to be sold or sampled, the Applicant must submit an Alcohol Management Plan with this application. Please refer to the [Alcohol Management Plan Guidelines](#) for more information.

Will the event include merchandise sales?:

Temporary Structures & Portable Restrooms:

Will the event include tents and/or canopies?: Total number of tents:

*A [Temporary Tent Operations Permit](#) is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 sq. ft. or a canopy in excess of 400 sq. ft.

Will the event include staging or other temporary structures?:

*If yes, list and describe staging and/or temporary structures and include contact information for all vendors/subcontractors here:

*A site plan identifying proposed location/use of all tents and structures must be submitted. All elevated and multi-story structures require engineered drawings and inspections must be performed by a PA-licensed engineer. Structures that exceed 500 sq. ft. must provide for a minimum of two exits. All electrical work must be performed by a Philadelphia-licensed electrical contractor and inspected by a Philadelphia-licensed electrical inspection agency.

Will the event include portable restrooms?: Total number of portable restrooms:

*If providing portable restroom facilities for an event lasting more than (4) days OR if more than (15) units are to be deployed in connection with any event,, the applicant must submit the application for [Portable Chemical Toilet or Holding Tank Permit](#).

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Step 2: Event Information (Continued)

Pyrotechnics, Fireworks & Amplified Sound:

Will the event include fireworks or pyrotechnics of any kind?:

*If yes, list and describe in detail and include contact information for all vendors/subcontractors:

Will the event include amplified sound of any kind?:

*If yes, list and describe in detail and include start time/end time:

Step 3: City Services & Equipment

The applicant is solely responsible for reimbursing the City for costs incurred for equipment and services rendered in connection with the event. Costs include all applicable equipment rental fees as well as overtime costs for personnel requested by the applicant and any personnel deemed necessary by the City. Cost estimates can be provided by the Office of Special Events upon request. Contact the Office of Special Events via email to OSE@phila.gov or by phone at 215-686-3488 with any questions.

***City services and/or equipment are based on availability and are not guaranteed.**

Please Check All That Apply

Philadelphia Fire Department Emergency Medical Services (EMS) Coverage:

*EMS coverage is required if expected attendance is greater than 2,000 people. If needed, please complete the [Philadelphia Fire Department EMS Special Event Application](#).

**If using private EMS provider, attach EMS Plan for review/approval by Philadelphia Fire Department.

Philadelphia Streets Department Sanitation Services:

Street Cleaning (Sweepers & Flushers): Specify "Before", "After" or "Both"

Trash/Recycling Bin Deployment: Trash Bins (Quantity): Recycling Bins (Quantity):

Trash/Recycling Pickup: Specify "Before", "After" or "Both"

*If using private company for sanitation services, attach sanitation plan for review/approval, and provide company name, address and contact person below:

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Step 3: City Services & Equipment (Continued)

Electrical Power:

Generator (Limit One Per Event): Anticipated Load/Draw (Amps):

Electric Drop(s): Quantity: Anticipated Load/Draw (Amps):

Instructions:

Amplified Sound/Sound Systems:

Portable PA System (Public Address w/ Small Portable Speakers): Quantity:

PA System (Public Address / Overhead Horns): Quantity:

Small Sound System (Two Speakers - 1200 Watts): Quantity:

Medium Sound System (Four Speakers & Monitor - 2500 Watts): Quantity:

Philly Sound System (Full System w/ Monitors & Subs - 7500 Watts): Quantity:

Concert Sound System (Concert-Grade Sound System - 14000 Watts): Quantity:

Podium: Mult. Box (Source Audio): # of Microphones (Stand or Wireless):

Instructions:

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Step 4: 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, its officers, agents and employees as additional insured. The certificate holder must be the City of Philadelphia, Risk Management Division, 1515 Arch Street - 14th Floor, Philadelphia, PA 19102.
- 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.

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.

Submit Form

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Appendix A: General Information

Submission of an application does not constitute an automatic approval and does not guarantee a permit will be issued. Event organizers are encouraged not to issue any press releases, advertise, sell tickets, etc. until the necessary approvals and/or permits have been issued.

Event organizers are encouraged to include maps, plans and any pertinent supporting documentation with this application. Any questions should be directed to the Office of Special Events.

Online application submission and payment of applicable fees is preferred. Application fee payments can be made at:
<https://www.phila.gov/specialeventapplication>

Cost estimates for City services and equipment will be provided upon request. An invoice for City services and equipment will be generated upon the conclusion of the event and copies will be both mailed and emailed to the applicant within (90) days of the final event date. Invoices can be paid by check or money order made payable to the “City of Philadelphia” or online using the payment portal below:
<https://www.phila.gov/specialeventpayment>

For additional services & equipment not available or provided for by the City, please refer to the City’s preferred vendor’s list:
<https://phillymdoevents.files.wordpress.com/2020/09/vendor-list-update-sept-2020.pdf>

Drones & sUAS

All commercial, i.e., non-recreational, sUAS operations must adhere to the regulations set forth by the Federal Aviation Administration (FAA) in CFR 14 Part 107. The City of Philadelphia (the “City”) is not the approving authority for small unmanned aircraft system (sUAS) operations. The City’s public safety officials are, however, responsible for the security and well-being of all individuals potentially impacted by sUAS operations. As such, the City requires that the following form be completed for notice and coordination purposes:

[The Commerical sUAS \(Part 107\) Flight Notification Form](#)

Other City Agencies

Permits for Use of Fairmount Park Property, Recreation Centers, Playgrounds, etc.

Department of Parks & Recreation - Special Events Office (PPR-SEO)

4300 S. Concourse Drive

Philadelphia, PA 19131

215-685-0060

[Website](#)

Residential Block Parties and Construction Permits

Streets Department - Right-of-Way Unit

1401 JFK Blvd. - 9th Floor

Philadelphia, PA 19102

215-686-5500/5501/5525

[Website](#)

Commercial Activity Licenses, Vending Licenses, Special Assembly Licenses & Small Games of Chance Permits

Department of Licenses & Inspections (L&I)

1401 JFK Blvd. - Concourse Level

Philadelphia, PA 19102

3-1-1

[Website](#)

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Food Business Permits, Farmers Markets, Food Safety Certifications & COVID-19 Safety Guidelines

Department of Public Health
321 University Avenue - 2nd Floor
Philadelphia, PA 19104
215-685-7495
[Website](#)

Appendix B: Event Promotion and Vendor Opportunities

Event Promotion

The Office of Special Events maintains numerous social media accounts and a website which includes a calendar of upcoming, permitted events. The Office of Special Events also publishes a weekly newsletter highlighting upcoming events in the City of Philadelphia.

Would you like for your event to be mentioned on Office of Special Event social media channels, website and weekly newsletter?

If yes, please provide relevant event social media accounts, websites, etc:

Vendor Opportunities

The Office of Special Events regularly receives inquiries from local vendors (equipment, food, merchandise, etc.) and subcontractors regarding opportunities for participation in special events.

Would you like to be contacted by third-party vendors and subcontractors regarding opportunities for participation in your event?

If yes, please provide contact information (contact person, email address, web-based form, phone number, etc.):