



One Parkway Building
1515 Arch Street - 15th Floor
Philadelphia, PA 19102

Phone: (215) 686 - 3488

Email: OSE@phila.gov

Web: www.phlevents.org



James F. Kenney
Mayor

Tumar Alexander
Managing Director

Jazelle Jones
Director of Operations

Mechelle Sabb
Deputy Director of Operations

2022 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)

[PAY ONLINE](#)

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.**



2022 Special Event Application

OFFICE USE ONLY

REF #: _____

DATE:

MM	DD	YYYY							

Step 1: Applicant Information

Name of Individual or Organization

Applicant Name (If Different from Above)

Title Held in Org.

YES NO Is This Organization a Registered 501c3 or 501c4 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)

NO RAIN DATES WILL BE ISSUED

Event Date(s)

Setup Start Date

Breakdown End Date

Setup Start Time

Event Start Time

Event End Time

Breakdown End

Projected Daily Attendance

Attendance Type OPEN TICKETED

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

Primary Event Day Contact Name:

Email Address

Mobile Phone:

Secondary Event Day Contact Name:

Email Address

Mobile Phone:

Step 2: Event Information (continued)

YES NO **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.*

YES NO **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:

YES SOLD YES SAMPLED NO **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.*

YES NO **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.*

YES SOLD YES SAMPLED NO **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.*

YES NO **Will the event include merchandise sales?**

Temporary Structures & Portable Restrooms:

YES NO **Will the event include tents and/or canopies?**

_____ **Total # 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.*

YES NO **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.*

YES NO **Will the event include portable restrooms?**

_____ **Total # 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](#).*

Step 2: Event Information (continued)

Pyrotechnics, Fireworks & Amplified Sound

YES NO **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:*

YES NO **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.*

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) **Check one**
 Before After Both

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

Trash/Recycling Pickup **Check one**
 Before After Both

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

Step 3: City Services & Equipment (continued)

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

Check all that apply

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

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, SESAC 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:

MM	DD	YYYY					

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

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:

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:

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 Commercial 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](#)

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.

YES NO **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.

YES NO **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.)
