



**City of Philadelphia**

Michael Nutter, Mayor  
Camille Cates Barnett, Ph.D.  
Managing Director

**City of  
Philadelphia  
Special Events  
Permit Application**

**Application Fee: \$20.00**

(Check or money order only, cash is not accepted. If applying online, submit payment by mail using the address listed to the right.)

**Managing Director's Office**

**1401 JFK Blvd.**

**Municipal Services Building, Room # 1430**

**Philadelphia, PA 19102**

**Phone 215-686-3488**

**Fax 215-686-3479**

**General Information About Obtaining A Special Events Permit:**

The City's Special Events Policy is designed to provide effective coordination of hundreds of Special Events that are held throughout the City each year. In reviewing the policy and filling out the permit application for your event, please pay attention to the following:

- The City will request reimbursement for certain costs for services provided by the City, e.g. Police, in connection with your event.
- The City has designated areas for events of different sizes and natures. Events can only be held in prescribed areas.
- The application for a Special Events Permit must be submitted no later than seventy-five (75) calendar days prior to the first day of the event. Applications submitted less than seventy-five (75) calendar days prior to the proposed event must include an additional \$25.00 late fee and may be declined a permit.
- Arrangements for special events should not be finalized until such time as you have received a permit and in no event will you be allowed to hold your event without a permit.
- Depending on the nature of the special event, additional permits, licenses and approvals may be required from the City, the Commonwealth or the Federal government. While it is ultimately incumbent upon you to be aware of and obtain those additional permits, licenses and approvals, please feel free to contact the Managing Director's Office at (215) 686-3488 for guidance.
- You will be required to provide commercial liability insurance for the event as determined by the City's Risk Management Division.

# City of Philadelphia

## Special Events Permit Application

Please read and complete the 4 steps and return this portion of the application along with the required fees.

### Step 1. Event Information

Name of the event \_\_\_\_\_

Purpose of event \_\_\_\_\_

Specific location requested \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Set up date/ time \_\_\_\_\_ Breakdown date/ time \_\_\_\_\_

Hours of event, If athletic event, please include step off time \_\_\_\_\_

Alternate date(s) and location(s) \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Name of sponsoring organization \_\_\_\_\_

Non-profit, if yes please verify status  No  Yes If yes, Tax ID# \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Fax number \_\_\_\_\_

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

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

### Step 2. Additional Information

#### Amplified Sound (There will be charges for the use of City equipment)

Any amplified sound is subject to the City of Philadelphia Noise Ordinance

Please describe requirements and list hours \_\_\_\_\_

#### Stages (There will be charge for the use of City equipment)

If you are planning to use stages, please describe requirements.

Quantity \_\_\_\_\_ Sizes \_\_\_\_\_

#### Tents

If you are planning to erect tents or canopies, please describe.

Quantity \_\_\_\_\_ Sizes \_\_\_\_\_ Total Square Feet \_\_\_\_\_

Single tents or canopies measuring over 90 square feet require a permit from the Department of Licenses and Inspections.

## Vendors and Corporate Sampling or Product Giveaways

	No	Yes
Will you be requesting a permit to vend food, merchandise, or product samples of any products?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide vendor names: _____ Will you be selling retail merchandise?	<input type="checkbox"/>	<input type="checkbox"/>
Are you requesting permission to provide event participants with food or merchandise giveaways?	<input type="checkbox"/>	<input type="checkbox"/>

## Step 3. Miscellaneous

No alcohol is permitted without the approval of the Liquor Control Board. A

copy of the permit must remain on-site for inspector's review.

Applicants must apply with the City of Philadelphia for vending, food vending, and other sampling.

The City is unable to provide amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, or medical services. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and any medical needs for its event at the applicant's sole cost and expense. Failure to adequately provide such amenities could result in the event applicant(s)' or coordinator(s)' inability to hold future events in the City.

Special Events cancellations or cancellation of requested services must be made in writing prior to the event. Failure to provide written verification may result in the sponsor(s) being required to reimburse the City for the agreed upon services.

## Step 4. Complete, Sign and Date

By signing and submitting this Special Events Application, the sponsoring organization agrees to indemnify, defend and hold harmless the City of Philadelphia and its officers, employees, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Event sponsor's act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor's agents, subcontractors, suppliers, employees, or servants in connection with the Permit.

Name of the Sponsoring Organization: _____
Authorized Signer: _____ Title: _____
Date: _____