



**City of Philadelphia**  
Michael A. Nutter, Mayor

**Commissioner of Parks and Recreation**  
Michael DiBerardinis, Commissioner

**Fairmount Park**  
Mark A. Focht, Executive Director

# Philadelphia Parks & Recreation Special Events Permit Application

# 2011



**Special Events Office**  
**Case Building**  
**4300 S. Concourse Dr.**  
**Philadelphia, PA 19131**  
**Phone 215-685-0060**  
**Fax 215-685-0061**

**[www.fairmountpark.org](http://www.fairmountpark.org)**

## **Follow the steps in this package to get your permit:**

Fairmount Park 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 an "Event."

Arrangements for your Event should not be made until you have received permit approval from Fairmount Park.

Return the completed application to the Special Events Office at least 90 days prior to your Event along with payment and all other required documentation. Acceptable forms of payment include a check, cashiers check, and money order made payable to Fairmount Park. **Cash will not be accepted under any circumstances.** All five steps in the Special Events Permit Application process must be completed.

# Rules and Regulations for holding an Event

Read all items below carefully.

## Submitting Your Application

All Event applications must be submitted through the Fairmount Park Special Events Office. Applications should be submitted at least ninety (90) days prior to the Event. Payment in the amount of \$25.00 and all other required documentation must accompany the application. Applications submitted less than the required number of 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. **Faxed or E-mailed applications will NOT be reviewed.** Submitting an application does not grant you a permit or permission to hold your event. Once a completed application with the \$25.00 check is received, the Special Events Office will contact your organization to acknowledge receipt of your application, request more information for an extended review, or deny your application. Within 30 days of submitting the completed application and \$25.00 check, your organization should receive a pre-permit (conditional) or denial letter with your returned application. Follow all of the instructions on the pre-permit. The pre-permit must be signed and returned to the Special Events Office with full payment, including security deposit, no later than forty-five (45) days prior to the Event. Note, for "Friends/Advisory Board Groups" permits as described below, full payment with security deposit must be submitted no later than thirty (30) days prior to the Event. Once the signed pre-permit along with all required checks, certificate of insurance and additional documentation are received, the Special Events Office will execute and issue the official permit. The attached contribution schedule does not apply to (i) sites covered by agreements with third parties; (ii) City facilities located outside of the Park system such as recreation centers, libraries, etc.; and (iii) Events with 5,000 or more attendees. In determining the contribution for such Events with over 5000 attendees, the following factors shall be taken into consideration:

- 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 Park and the displacement of any other Park uses caused by the event and its set-up and take-down;
- the number of persons expected to attend;
- whether the applicant will impose an admission charge;
- the size and type of the event, including the size of the any staging and other structures;
- the type and extent of City services required to support the event.

## Special Event Category Level Definitions

- **Friends/Advisory Board Groups** (attendance limited to 1,000 spectators/participants. Restrictions may apply. This category is not for non-profit organizations or Park "A" locations.)
  - Civic** - is a civic association with at least 35 city residential members recognized by the local area they represent.
  - Community** - are local churches, schools, and neighborhood associations with at least 35 city residential members recognized by the community as an organized group.
  - Friends/Advisory Boards** – Friends/Advisory Board Groups are associations with members recognized by Philadelphia Parks & Recreation.
- **Events and Festivals** (attendance limited to 5,000 spectators/participants. Restrictions may apply.)
  - Events and Festivals** shall mean, but is not limited to, promotional or commercial events, concerts, music, dance recitals, or other artistic or cultural performances, which are open to the public and otherwise do not constitute athletic events as defined by the section below.

- **Athletic Events** (attendance limited to 5,000 spectators/participants. Restrictions may apply.)

**Athletic events** shall mean those recreational or sporting events designed for public participation which will not have any amplified sound except a public address system for announcements. This category does not permit the use of music. Sales of any kind, promotional tents or vehicles, or any kind of corporate signs or banners are prohibited in Level 1, 2, or 3. **Athletic Levels 1V, 2V, or 3V will permit up to two (2) vending locations limited to a 10 foot X 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.

**The following locations are Park “A” sites;**

- East Terrace of the Philadelphia Museum of Art
- Water Works
- Rittenhouse Square

**Special Regulations and application procedures for the Park “A” Sites;**

- Once the completed application and \$25.00 application fee are received, the Special Events Office will approve the date and times. 50% of the rental contribution must be paid immediately to secure the date. Ten (10) business days prior to any setup for the Event, the remainder of the contribution, including the security deposit and any overtime reimbursement must be paid in full.
- At least one Fairmount Park staff person will be required at all Park “A” sites during setup, the Event, and break down of the Event. The Event will be responsible for all costs associated with staff time and will be required to reimburse any costs to Fairmount Park.
- Cancellations must be made in writing and addressed to the Executive Director.
  - Cancellations made more than 60 days prior to the Event date will receive 75% refund of the security deposit.
  - Cancellations made more than 30 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.

**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.
- In coordination with Parks & Recreation, the department official 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 ½ 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 Fairmount Park 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 clubs 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 Philadelphia Parks and Recreation Department will be strictly enforced. All the above rules and regulations will be enforced, in addition to the rules stated below.
- Staking of any kind which includes but not limited to tenting, guide wires, grounding rods, tethering lines and/or signs post will be 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 in Fairmount Park 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.

## Fees, Contributions, and Security Deposits

- All applications must be completely filled out and submitted to the Special Events Office as specified above in the “Submitting Your Application” section of this package.
- Applicant will be charged 50 % of the quoted daily contribution for each set up and break down day.
- Contributions for non-Philadelphia residents or organizations will be double the stated rate.
- Cancellations must be made in writing 14 days prior to the Event for Friends/Advisory Board Groups Category permits only. A 15% service charge will be applied in the event of a cancellation. No refunds will be granted for Athletic Events or Events and Festival category events.
- Refunds will not be granted for inclement weather conditions.
- Security deposits will be refunded within approximately 45 days following the Event date if all requirements are met and the Park is left clean and without damage.
- Failure to obey the above rules and regulations will result in the forfeiture of the event security deposit. Below are penalties for permit violations. Refer to the table below for a listing of common violations and their respective penalty. All penalties will be deducted from the event security deposit, unless otherwise agreed to in writing. Penalties that exceed the security deposit paid to the Park will result in an outstanding balance that must be paid upon receipt of notice and/or prior to consideration of future Special Event permit requests. Fairmount Park may deny future Special Event permit requests 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 station 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 100% of security deposit
Fastening or attaching any object to any tree, shrub, or natural amenity	All or part of the security deposit

## Amenities

- ◆ Fairmount Park 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.
- ◆ Fairmount Park does not provide garbage cans for groups of 50 or more.
- ◆ Fairmount Park does not provide portable restrooms and disposable trash containers for Events. These amenities must be procured by the Event at its sole cost. The appropriate number of these amenities will be determined by the Special Events Manager.
- ◆ Any single tent or canopy measuring over 100 square feet requires a separate permit from the City of Philadelphia 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

Your Event organization might require additional permits, approvals, or services. Below are contact numbers for various City services that may be required.

**Police - Sgt D. Abbott 215-685-2141 e-mail - [daniel.abbott@phila.gov](mailto:daniel.abbott@phila.gov)** Police are required for any road closure, crowd control, gated or 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 medical coverage.

**Health Department - G. Van Note 215-685-9474 e-mail - [george.vannote@phila.gov](mailto:george.vannote@phila.gov)** Any event planning to distribute, sell or sample food must contact the health department for approval and permit.

**Department of License 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 License and Inspections.

**Managing Director's Office - M. Sabb 215-686-3488 e-mail - [mecelle.sabb@phila.gov](mailto:mecelle.sabb@phila.gov)** Requests for all other city services must be submitted to the MDO. These services include street cleaning, sound and general permission from the city.

# Contribution Schedule

		Attendance	Rental Contribution per Day	Security Deposit	Insurance Required	Amplified Sound	Stages	Tents	Corporate Sponsorship and Signage	Sampling * Giveaways * Vendors
<b>Groups*</b> (Civic, Community, and Friends Groups) <sup>1</sup> Completed application and all contributions must be submitted 30 days prior to event. (This category is not for Non-Profit Organizations or Park "A" Locations)	Level 1	50 –150	\$100	\$250	Yes	No	No	No	No	No
	Level 2	151-250	\$300	\$250	Yes	Yes	No	No	No	No
	Level 3	251-500	\$600	\$1500	Yes	Yes	Yes	No	No	No
	Level 4	Up to 1,000	\$1,000	\$2500	Yes	Yes	Yes	Yes	No	Vending
<b>Events and Festivals*</b> (Non-Profit Organizations and For Profit Organizations) Level 2, 3, 4 will require approval and applicants will enter into a License Agreement with Fairmount Park. All East Terrace of the Art Museum, Water Works & Rittenhouse Square events are Park "A". <b>Level 4 is for all Parkway events.</b>	Level 1	Up to 1,000	\$3,000	\$2500	Yes	Yes	Yes	Yes	No	Giveaways Only
	Level 1 Park "A"	Up to 1,000	\$5,000	\$2500	Yes	Yes	Yes	Yes	No	Giveaways Only
	Level 2	1,501 – 3,000	\$4,000	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only
	Level 2 Park "A"	1,501 – 3,000	\$7,500	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only
	Level 3	3,000 – 5,000	\$6,000	Site impact	Yes	Yes	Yes	Yes	Yes	Yes
	Level 3 Park "A"	3,000 – 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>Athletic Events *</b> (Walks, runs, most regattas, and most bike rides) Completed application and all contributions must be submitted 90 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	1,500 to 3,000	\$3000	\$2500	Yes	P.A.Only	Yes	Yes	No	Giveaways Only
	<b>Level 3V</b>	<b>1,500 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>
Level 4	3,000 to 5,000	\$5000	Site impact	Yes	Yes	Yes	Yes	Yes	Giveaways Only	

- \* **To Secure date and location:** for athletic, corporate events and festivals, submit a check in the amount of \$25.00. Completed application must be submitted no later than **90 days** prior to the event. **This contribution is non-refundable.**
- \* Applications will be charged half of the rental contribution for each set-up and teardown day. All components and locations are subject to Park approval.
- \* **Contributions for non-Philadelphia residents or organizations will be double the stated rate.**

<sup>1</sup>Civic is a civic association with at least 35 city residential members recognized by the local area they represent. Communities are local church, school, and neighborhood associations with at least 35 city residential members recognized by the group. Friends - Friends Groups are park associations with members recognized by Fairmount Park.

**Restrictions may apply.**

**2011 This application expires 12/31/2011.**

Fairmount Park offers unique sites to host your special event. Please contact the Special Events Office 215-685-0060

# Fairmount Park

## 2011 Special Events Permit Application

Please complete the following 5 steps and return this portion of the application along with a check in the amount of \$25.00 made payable to Fairmount Park. Applications submitted less than (90) days must include an additional \$30 late fee.

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

**Step 1. Please 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 \_\_\_\_\_

Park Services requested (electrician, plumber, clean-up, other) \_\_\_\_\_

Name of individual or organization \_\_\_\_\_

Non-profit organization, if yes please attach current verification of 501 (c)(3) status. Yes      No

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

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

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

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

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

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

**Step 2. Please 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 upon Fairmount Park review.

Group	Corporate Events & Festivals		Athletic Event		
	Other Sites	Park "A"			
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1V	<input type="checkbox"/> Level 1V
<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2V	<input type="checkbox"/> Level 2V
<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3V	<input type="checkbox"/> Level 3V
<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 4		

**Step 3. Additional Information**

Amplified Sound (Park does not provide sound systems.) Amplified sound is subject to the City of Philadelphia Noise Ordinance. Please describe 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 you are planning to erect tents or canopies, please describe.

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

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

**Alcohol is strictly prohibited without the written permission of the Executive Director of Fairmount Park.**

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

**Vendors and Corporate Sampling or Product Giveaways**

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

**Step 4. Read and initial each check mark**

- ✓ All permits are subject to the following provisions: \_\_\_\_\_
- ✓ Contributions for non-Philadelphia organizations will be double the stated rate. \_\_\_\_\_
- ✓ The Fairmount Park official logo must 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 1/2 the presenting organization or sponsor's logo. \_\_\_\_\_
- ✓ The overtime cost for all City of Philadelphia employees must be reimbursed regardless of event level. \_\_\_\_\_
- ✓ A copy of the permit must remain on-site for review at all times. \_\_\_\_\_
- ✓ You must also apply with the City of Philadelphia and/or the Commonwealth of Pennsylvania for alcohol, food and other licenses, which are required to hold your event. \_\_\_\_\_
- ✓ Fairmount Park is not able to provide amenities such as portable restrooms, sound systems, tables, chairs or other support materials and services. \_\_\_\_\_
- ✓ The permittee is required to secure portable restrooms, washing stations and disposable trash containers for the event. \_\_\_\_\_
- ✓ Any single tent or canopy measuring over 100 square feet requires a permit from the City of Philadelphia's Department of Licenses and Inspections. \_\_\_\_\_
- ✓ Sponsor/applicant must submit a Certificate of Insurance to City of Philadelphia, Fairmount Park, Special Events Office, Case Building, 4300 S. Concourse Dr., Philadelphia, PA 19131, no later than 30 days prior to the event. The Certificate of Insurance must evidence, at a minimum, General Liability, with a \$1,000,000 per occurrence limit of liability, 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. The permit is null & void if an acceptable Certificate of Insurance is not received. \_\_\_\_\_
- ✓ Applicant/Sponsor's address, checks for event, and Certificate of Insurance must be the same on all the documents. \_\_\_\_\_
- ✓ I have carefully read all of the above instructions, rules, regulations on all the pages in this application. \_\_\_\_\_

**Step 5. Sign and return with proper payment**

For Organizer:

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

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

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

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

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

**2011**