

# Event Permit Application for Friends and Community Groups



PHILADELPHIA  
PARKS & RECREATION

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Philadelphia Parks & Recreation

## 2025 Event Permit Application

### Friends and Community Groups

(Updated January 2025)



**\*This application is intended for the use of “Friends of Park” groups and community groups conducting non ticketed public events with no selling of food, merchandise, or services. This application should not be used for events with vending or for athletic events such as races, walks, 5k runs, yoga, or soccer.**

1. **“Friends of Park”** groups are those volunteer groups officially registered with the Philadelphia Parks and Recreation (PPR) Stewardship Office.
2. **Community Groups** are organizations located in the area surrounding the PPR property, (e.g. community development organizations, churches, civic associations, school groups, town watches, and other similar organizations.) Community groups do not cover businesses, city, state, or nationwide organizations.

Please email completed applications, or any questions to [PPRStewardship@phila.gov](mailto:PPRStewardship@phila.gov). You may also drop applications off at the Stewardship Office, located at **1515 Arch St, 10<sup>th</sup> floor Philadelphia, PA, 19102.**



## Event Permit Application for Friends and Community Groups

Complete this application, sign, and submit to the Office of Stewardship along with a **\$25 application fee made payable to "Fairmount Park"** at least 30 days in advance of the planned event. Applications submitted **less than 30 days prior to the event require an application fee of \$50**. NO applications will be accepted less than 14 days prior to an event. Application fees are non-refundable.

### Event Information

Event Name \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Park Name \_\_\_\_\_ Exact Location in Park \_\_\_\_\_

Detailed description of the event. Please include all activities and any structures being brought.

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### Organizational Information

Name of Friends/Community Group \_\_\_\_\_

Organizational Phone Number \_\_\_\_\_

Official Organizational Mailing Address \_\_\_\_\_

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

Is your organization a registered non-profit organization? **Circle one.** Yes No

### Event Contact Information

Event Coordinator Name (**coordinator will be on site the day of the event and will be the same person who signs the last page of this application**) \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### Requested Schedule

Date of Event \_\_\_\_\_ \*Rain Date Request (friends groups only) \_\_\_\_\_

Set up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event Finish Time \_\_\_\_\_ Breakdown Time \_\_\_\_\_

**\*Only friends groups can reserve rain dates. Applicant may indicate one rain date per event. Rain dates for Saturdays must be the next day. Applicant will be notified if the proposed rain date is not available.**



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## Additional Information (circle one)

1. Will you be renting portable toilets? **Yes** **No** If yes, how many? \_\_\_\_\_

\*please note that PPR cannot guarantee access to park restrooms. All portable toilets locations must be approved in advance and must be placed on cement surfaces.

2. Will you be selling for or merchandise at the event? **Yes** **No**

3. Will you be distributing food or merchandise at the event? **Yes** **No**

\*please note, public food distribution requires a permit from the Department of Health.

4. Do you plan on using amplified sound? **Yes** **No**

\*please note, amplified sound is subject to the City of Philadelphia Noise Ordinance. Amplified sound is not permitted before 9 am or after 9 pm and is limited to no more than six hours. PPR does not provide sound systems. Sound cannot leave the boundaries of the park. Speakers must be turned away from residences. Use of amplified sound may impact the cost of insurance.

## Application Fee, Security Deposit, and Staff Support Services

Application Fees, Security Deposits, and Staff Support Service fees are outlined below. If you want access to electricity or want a park site to be clean for your event, you will need to pay staff support fees. Fees for staff support services must be submitted at the same time as the application fee and, if you are a community group, the security deposit.

All payments must be paid by check or money order and made payable to “Fairmount Park” and submitted to the Office of Stewardship at 1515 Arch Street, 10th floor Philadelphia, PA, 19102. There is currently no option for online payment.

**All payments and a Certificate of Insurance (COI) must be submitted with this application in order to move forward with processing your application.**

## Cancellation Policy

All cancellations or reschedules for reasons other than weather must be made at least 48 hours in advance of the date of the event.

## Application Fees (Required for All)

Both Friends and Community Groups must pay a non-refundable application fee of \$25 at least 30 days in advance of the planned event. Applications submitted **less than 30 days prior to the event require an application fee of \$50.**



## Event Permit Application for Friends and Community Groups

### Required Security Deposit for Community Groups (Waived for Friends Groups)

A security deposit is required for event being hosted by community groups. It is fully refundable upon successful post-event cleanup and no report of damages. The fee is determined by the scope of your event. Refunds will be issued within 60 days of your event. Please check the appropriate rate for your event where any of the listed criteria apply. Please fill in your security deposit amount and fill out the boxes for any services(s) required for your event. **All staff support services are optional.**

### Security Deposit (Required for Community Groups, choose one) Cost Total

**Permit Level 1: \$250** security deposit

- Fewer than 200 people
- No performance staging

OR

**Permit Level 2: \$500** security deposit

- 200 people or more
- Performance Staging (Stage set up)

\$ \_\_\_\_\_

### Electricity Services (Optional)

**Weeknights & Saturdays**

- Up to (4) hours = **\$180**  
*Maximum 3 hour event*
- Over (4) hours) = **\$360**  
*For up to two consecutive days*

**Sundays**

- Up to (4) hours = **\$240**  
*Maximum 3 hour event*
- Over (4) hours) = **\$480**  
*For up to two consecutive days*

\$ \_\_\_\_\_

Requested Days & Times for PPR-provided electricity: \_\_\_\_\_

### Grounds Maintenance Fees (Optional)

**Weeknights & Saturdays**

- Up to (4) hours = **\$160**
- Over (4) hours) = **\$320**

**Sundays**

- Up to (4) hours = **\$215**
- Over (4) hours) = **\$430**

\$ \_\_\_\_\_

Requested Days & Times for PPR-provided maintenance: \_\_\_\_\_

*For official PPR staff use only – Checks Received*

|        |  |                |  |
|--------|--|----------------|--|
| Check# |  | Amount         |  |
| Check# |  | Amount         |  |
|        |  | Total Received |  |



# Event Permit Application for Friends and Community Groups

## RULES & REGULATIONS

**For Event Coordinator:** Please initial next to every item to signify that you agree to the terms & conditions.

\_\_\_\_\_ Permit fees are non-refundable and permits are non-transferable (to future dates or other user groups). Cancellations must be reported promptly. Failure to use the Park or report cancellations will result in revocation of the permit.

\_\_\_\_\_ Permit-holders are required to KEEP PERMIT WITH THEM AT ALL TIMES DURING PARK USE.

\_\_\_\_\_ Applicant shall submit a Certificate of Insurance evidencing General Liability insurance covering the use of City property with minimum limits of \$1,000,000 per occurrence, naming the City of Philadelphia, its officers, employees and agents as additional insured's on the General Liability policy.

\_\_\_\_\_ AUTHORIZED GROUP REPRESENTATIVE MUST OVERSEE THE EVENT FROM START TO FINISH. The authorized representative(s) will remain until all participants and vendors have left and all trash has been collected and properly removed.

\_\_\_\_\_ Permit-holder must leave the property in the same degree of cleanliness as found. Permit-holder shall be responsible for enforcement of this requirement on its guests and/or invitees. If there are reports of damages, or if the park is left unclean following the event will result partial or whole forfeiture of the security deposit.

\_\_\_\_\_ AUTHORIZED REPRESENTATIVE IS RESPONSIBLE TO PROVIDE HEAVY-DUTY TRASH BAGS FOR THE EVENT and to ensure proper cleanup after the event. Bagged trash may be placed next to any park trash receptacle or otherwise pre-designated area.

\_\_\_\_\_ VEHICLES AND HEAVY EQUIPMENT ARE NOT PERMITTED IN THE PARK. If heavy materials or equipment must be taken into the park for an event, you must get APPROVAL IN ADVANCE and it must be noted on the permit. If approved, vehicle may enter for loading and unloading purposes ONLY and must be on paved areas. NO VEHICLES ARE PERMITTED ON THE GRASS AT ANY TIME.

\_\_\_\_\_ USE OF SOUND AMPLIFICATION EQUIPMENT MUST BE APPROVED IN ADVANCE and VOLUME LEVELS MUST BE RESPECTFUL OF NEIGHBORING RESIDENCES. PP&R, or their duly authorized representative including the Police Department, has the authority to determine the appropriate volume level of equipment. All sound equipment must be directed away from private residences.

\_\_\_\_\_ ACCESS TO PARK RESTROOMS IS NOT GUARANTEED AND PPR CANNOT PROVIDE PORTABLE TOILETS. However bathrooms facilities should be considered in your event planning. Permission to place portable restrooms in park must be granted by PPR staff in advance. If approved, do not place toilets on grass. Use pathways and sidewalks.

\_\_\_\_\_ BARBEQUING is permitted in the park, however coals/briquettes must be disposed of properly. Do not dump coals on the grass or sidewalks.

\_\_\_\_\_ LOUD, VULGAR, CONFRONTATIONAL LANGUAGE is not permitted on facility grounds or in its immediate vicinity. Permit-holder is fully responsible for conduct of all spectators, as well as participants, and will be required to provide identifiable adult supervision/security upon request by Parks & Recreation personnel.

\_\_\_\_\_ ALCOHOLIC BEVERAGES ARE PROHIBITED in all areas of Park and Recreation facilities and grounds

\_\_\_\_\_ No tobacco or vaping product may be used on any land or facility under the jurisdiction of PPR and the permit holder is responsible to ensure that all event participants and spectators are in compliance throughout the time of the event(s).

\_\_\_\_\_ I will notify the stewardship office of any postponement due to inclement weather by 9:00pm the night before the date of the event. Philadelphia Parks & Recreation reserves the right to cancel an event due to weather.

\_\_\_\_\_ Corporal punishment is defined as physically punishing a child or youth. Use of corporal punishment is strictly prohibited at all times, on the premises, by employees, their agents, affiliates and guests of the permit applicant.

\_\_\_\_\_ EVENT MUST TAKE PLACE ENTIRELY WITHIN PARK BOUNDARIES AND CANNOT INCLUDE SURROUNDING SIDEWALKS OR STREETS. The Friends and Community group permit covers only activities occurring within park boundaries.

\_\_\_\_\_ SELLING/VENDING OF FOOD, MERCHANDISE, OR SERVICES IS PROHIBITED. If you wish to hold an event with vending, you must apply through Parks and Recreation's Special Events Office (2130 Winter Street-Rear Entrance).

\_\_\_\_\_ ANY SINGLE TENT OR CANOPY MEASURING OVER 100 SQUARE FEET (10' X 10') REQUIRES A PERMIT FROM THE CITY OF PHILADELPHIA'S DEPARTMENT OF LICENSES AND INSPECTIONS.

\_\_\_\_\_ PUBLIC DISTRIBUTION OF FOOD REQUIRES A PERMIT FROM THE DEPARTMENT OF HEALTH.

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

Date \_\_\_\_\_



## Event Permit Application for Friends and Community Groups

### Insurance & Other Services

#### Insurance

All events are required to submit a Certificate of Insurance (COI) with minimum limits of \$1,000,000 per occurrence, naming the City of Philadelphia, its officers, employees, and agents as additional insured.

The Certificate of Insurance MUST match the following wording:

The Descriptions of Operations Box:

*City of Philadelphia, its officers, employees and agents are **named** as additional insured on the General Liability Policy*

**Organization** named as additional insured

**Dates**

Name of Park

The Certificate Holder Information Box:

City of Philadelphia

**Director of Finance, Division of Risk Management Dept.**

**1515 Arch Street, 14<sup>th</sup> Floor**

Philadelphia, PA 19102

**Community Groups that do not have their own insurance policy as well as Registered Friends Groups may apply for insurance through the Philadelphia Office of Risk Management. See the following page for instructions.**

**Registered Friends Groups are eligible to have the fee associated with this application paid by Philadelphia Parks & Recreation, however the group apply and obtain insurance for each event.**

#### Other Agencies and Services

**Please note:** Any event may require additional permits, approvals, or services from other departments in City government. Listed below is contact information for the various services that may be required.

- **Health Department – Office of Food Protection** 215-685-7490  
[www.phila.gov/health/foodprotection](http://www.phila.gov/health/foodprotection). Any event planning to distribute, sell or sample food must get a Health Department permit.



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- **Licenses & Inspections – 3-1-1 Call Center** [www.phila.gov/li](http://www.phila.gov/li)  
Any event with tents\*, vendors, sales, structures or generators of any kind must have a permit or license from The Department of Licenses and Inspections. \* Any single tent or canopy measuring over 100 square feet (10’ x 10’) requires a permit from the city of Philadelphia’s Department of Licenses and Inspections.
- **Police - we recommend that you share event information with your local police district.**
- **Showmobile** - For information about the Showmobile, you must contact Karen Walls at (215) 685-0060 or [karen.walls@phila.gov](mailto:karen.walls@phila.gov). A separate invoice will issued for use of the Showmobile.

### CITY OF PHILADELPHIA

RISK MANAGEMENT DIVISION

#### SPECIAL EVENTS LIABILITY INSURANCE PROGRAM

To apply for the Special Event Liability Insurance for events being held on City of Philadelphia property you **MUST**:

Apply for a permit if required. (See City of Philadelphia website – Special Events)

Note: Bounce houses and other amusements, fireworks, pony rides, etc. are not covered under this policy. A complete list of Special Event Activity Exclusions is attached. A current certificate of insurance from all independent contractors that provide these services is required naming the City of Philadelphia as additional insured with coverage as follows: General Liability limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Applicants must use this link and complete the on-line application to purchase insurance under the City of Philadelphia’s insurance program.

§ <https://venueliability.com/CityofPhiladelphia>

**NOTE:** If you are a Community Group applying for a Friends and Community Group permit, please reach out to the Stewardship Office FIRST before applying for insurance.

Once you receive the Certificate of Insurance, please forward a copy of the certificate to:

- Frederica Rollins, Risk Mgmt. [Frederica.Rollins@phila.gov](mailto:Frederica.Rollins@phila.gov) 215-683-1742
- Cheryl Rollins, Risk Mgmt. [Cheryl.Rollins@phila.gov](mailto:Cheryl.Rollins@phila.gov) 215-683-1742
- Sharyn Holloman, Risk Mgmt. [Sharyn.Holloman@phila.gov](mailto:Sharyn.Holloman@phila.gov)
- Stewardship Office [PPRStewardship@phila.gov](mailto:PPRStewardship@phila.gov) 215-683-3679

**Note:** Friend Groups of the Parks & Recreation Department (PPR) MUST contact the Parks and Recreation Stewardship Office to obtain their Special Event Permit and Insurance.