

## EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS



PHILADELPHIA  
PARKS & RECREATION

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City of Philadelphia

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# Philadelphia Parks & Recreation

## Event Permit Application

Friends and Community  
Groups

# 2019



*Movie Night Series at Penn Treaty Park*

Updated February 2019

Please email [parksandrecpermits@phila.gov](mailto:parksandrecpermits@phila.gov)  
with questions about your event.

### Philadelphia Parks & Recreation

Office of Stewardship

1515 Arch Street, 10<sup>th</sup> Floor

Philadelphia, PA 19102

215-683-3679

[www.phila.gov/ParksandRecreation](http://www.phila.gov/ParksandRecreation)

This application is intended for the exclusive use of *"Friends of Park"* groups and community groups conducting free, non-ticketed, public events with fewer than 500 attendees. This application should not be used for athletic events such as races, walks, 5K runs, yoga, or soccer.

1. **"Friends of Park" groups** are those park volunteer groups officially registered with the Philadelphia Parks & Recreation Stewardship Office.

2. **Community Groups** are any local agency or organization whose primary business address is within the vicinity of the park, whose primary mission is to support the general business, commercial or residential interests of the community surrounding the PPR property, (e.g. community development organizations, churches, civic associations, school groups, town watches, and other similar organizations).



## 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 "Philadelphia Parks & Recreation"** 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 10 days prior to an event. Application fees are non-refundable.

### Event Information

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

Park Name \_\_\_\_\_ Exact Location in the park \_\_\_\_\_

Detailed description of the event  
(Please be as specific as possible) \_\_\_\_\_

Which of the following terms best describe your event? (check all that apply)

<input type="checkbox"/> Music	<input type="checkbox"/> Movie	<input type="checkbox"/> Family	<input type="checkbox"/> Concert Series
<input type="checkbox"/> Cultural	<input type="checkbox"/> Holiday	<input type="checkbox"/> Market	<input type="checkbox"/> Other

### Organizational Information

Name of Friends or Community Group \_\_\_\_\_ Organizational Phone Number ( \_\_\_\_\_ )

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Is your organization a registered non-profit organization? ☐ Yes ☐ No

### Event Contact Information

Event Coordinator Name  
(Coordinator will be on site the day of event) \_\_\_\_\_

Daytime Phone Number ( \_\_\_\_\_ ) Cell Phone ( \_\_\_\_\_ )

Email address \_\_\_\_\_

### Requested Schedule

Day(s) and Date(s) of event \_\_\_\_\_ Rain date request\* \_\_\_\_\_

Setup Time Start \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event Finish Time \_\_\_\_\_ Breakdown Time End \_\_\_\_\_

### Additional Information

Will you be renting portable toilets? ☐ Yes ☐ No  
(All portable toilets must be placed on cement surfaces) If yes, how many? \_\_\_\_\_

Will you be selling or distributing food or merchandise at the event? ☐ Yes ☐ No

Do you plan on using amplified sound? ☐ Yes ☐ No

If yes, please reference the **Other Agencies and Services** section on page 4 of the application *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.*

\*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.



## EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS

### SECURITY DEPOSIT AND STAFF SUPPORT SERVICES

Special Events may require professional support services. These services, along with related fees, are outlined below. Fees for the selected services must be submitted at the same time as the application fee and, if you are a Community group, the security deposit. Please check the box for any service(s) required for your special event. **All staff support services are optional. Payment must be received at the time of application in order to schedule any staff services.**

### Required Security Deposit for Community Groups

A security deposit is required for events 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.

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

- Fewer than 200 people
- No performance staging

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

- 200 people or more
- Performance Staging

Amount included  
for Security Deposit  
\$

### Electricity Services (optional)

If your event requires more electricity services than requested, the additional charges may be deducted from your security deposit.

Weeknight & Saturdays	Weeknight & Saturdays Cost	Sundays	Sunday Cost
<input type="checkbox"/> Up to 4 hours	\$180	<input type="checkbox"/> Up to 4 hours	\$240
<input type="checkbox"/> Over 4 hours	\$360	<input type="checkbox"/> Over 4 hours	\$480

Requested Day(s) for PPR-provided electricity services	Date:
Requested Times for PPR-provided electricity services	Times:

Amount included  
for Electricity  
\$

### Grounds Maintenance Fees (optional)

If your event requires more maintenance services than requested, the additional charges may be deducted from your security deposit.

Weeknight & Saturdays	Weeknight & Saturdays Cost	Sundays	Sunday Cost
<input type="checkbox"/> Up to 4 hours	\$160	<input type="checkbox"/> Up to 4 hours	\$215
<input type="checkbox"/> Over 4 hours	\$320	<input type="checkbox"/> Over 4 hours	\$430

Requested Day(s) for PPR-provided grounds maintenance services	Date:
Requested Times for PPR-provided	Times:

Amount included  
for ground  
maintenance

*For official PPR staff use only – Checks Received*

Check#		Amount	
Check#		Amount	
		Total Received	



## EVENT PERMIT APPLICATION FOR FRIENDS AND COMMUNITY GROUPS

grounds maintenance services

\$

### RULES & REGULATIONS

**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.
- \_\_\_\_\_ 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 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.
- \_\_\_\_\_ PPR cannot provide portable restrooms for your event, however bathrooms facilities should be considered in your event planning. 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.
- \_\_\_\_\_ ALCHOLIC BEVERAGES ARE PROHIBITED in all areas of Park and Recreation facilities and grounds
- \_\_\_\_\_ No tobacco 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.
- \_\_\_\_\_ All cancellations or reschedules for reasons other than weather must be made at least 48 hours in advance of the date of the event. Event cancellations due to weather may be rescheduled on your requested rain date only.
- \_\_\_\_\_ Electricity Service Fees and Ground Maintenance Fees are non refundable within 48 hours of the event.

Event Coordinator

Signature

Date

Name (Print)

Title / Position