

## Planning an Event? What Friends Groups Need to Know About Permitting

We're so grateful for the time and energy Friends Groups put into our parks. Your events and activities make a lasting impact. To ensure your efforts go off without a hitch, don't forget to follow the City's permitting process.

Please contact the **Philadelphia Parks & Recreation Department's Stewardship Office** early in your planning. All permit materials must be submitted with enough time for internal review, payment processing, and Risk Management review. We recommend submitting your initial permit application **at least 3–4 weeks before your event date** to allow time for the following:

- Our team to review your application
- You to receive instructions for submitting payment and insurance
- Delivery of your check (if mailed)
- Risk Management to review your Certificate of Insurance (COI), which takes **at least one full week**

You may submit materials by mail, email, or in person. When mailing materials, please be sure to include **all** required documents. Sometimes applicants only send the permit application, and we then follow up by email with the insurance form. Others may submit both the permit and the online insurance application together, which is great—just make sure everything arrives with time to process.

Your permit application will include a list of approved and excluded event types. Once reviewed, if your event meets the insurance requirements, you'll be asked to provide a **Certificate of Insurance (COI)**. Friends Groups can apply for **free coverage through the City's Special Events Liability Insurance Program**. The form is available online, or I will email it to you when we're in contact.

## Miscellaneous

### Rain dates & Rescheduling: Procedures when Friends Groups Change Plans

Friends Groups may need to adjust their event dates due to weather or other unforeseen circumstances. Whether a group opts to use a scheduled rain date or requests a new date altogether, it is important that **the Office of Stewardship** is notified promptly so the information can be relayed to **Risk Management** and other relevant parties.

- **Use of Scheduled Rain Date**

- When a Friends Group decides to use their scheduled rain date, they must notify the Office of Stewardship as soon as possible. The Office of Stewardship will then inform Risk Management to ensure proper tracking and coverage.

- **Request for a Different Date**

- If a Friends Group requests a new event date outside of the original date and rain date, they must notify the Office of Stewardship immediately. The Office of Stewardship will coordinate with Risk Management to manage any required approvals, insurance updates, or scheduling adjustments.