

Permitting Workshop For Park Friends



Overview



Philadelphia Parks & Recreation Permitting Offices

- Stewardship
- Friends and Community Permit

Programs

- Athletic Permit (submitted via Stewardship)

Special Events

- Picnic Permit
- Special Events Permit

Alcohol Policy

FAQs



Friends and Community Groups Permit:



- For free, public events in the parks with expected attendance of up to 500 people
 - Easter egg hunts, concert series, movie nights, community days, etc.
 - Vending is allowed IF it is intended to fundraise for the park or Friends Group
- Events that DON'T need a permit:
 - Love Your Park events and other service days
 - Events with expected attendance of under 50 people IF they do not have amplified sound, vendors, large tents, bounce houses, or staging
- Fees:
 - \$25 application fee if submitted at least 30 days in advance
 - \$50 application fee if submitted less than 30 days in advance
 - Optional service fees for electrical and grounds maintenance (payment for these must be received at least 2 weeks in advance)
 - Application fees are waived for FPC Movie Nights and events in Love Your Park week
- Please submit applications several weeks before your event date, preferably earlier!
- Applications can be submitted by email to the Stewardship Office
- Payment must be submitted by mail or in person to 1515 Arch Street, 10th Floor
- Insurance is required for all permitted events
- The event coordinator, permit, and certificate of insurance must be on-site for the event



Friends Group Insurance



- All permitted events require insurance coverage
- Groups that already have insurance must submit a Certificate of Insurance (COI)
 - Must have minimum limits of \$1,000,000 per occurrence
 - Must name the City of Philadelphia, its officers, employees, and agents as additional insured
- Registered Park Friends Groups are eligible to receive free insurance through the city through the Special Event Liability Application form
 - The contact name on the insurance application must match the event coordinator name on the permit application
- There are certain thing that this insurance does NOT cover, such as bounce houses, live animals, and water events
 - If your event has something that is not covered, you will be required to submit a COI from the vendor or organization providing that service



C/O City of Philadelphia Risk Management Division
RM Insurance Services
1515 Arch Street, 14th Floor
Philadelphia, PA 19102
Sharyn.Holloman@phila.gov OR Maria.Rios@phila.gov

Special Event Liability Application

A. INSURED INFORMATION

1. Insured Company Name (Applicant)			
2. Contact name			
3. Address			
4. City:	State:	Zip:	
5. Phone:	Fax:	E-mail:	

B. EVENT INFORMATION (Attach a copy of event brochure and/or flyer to the Application)

6. Event name	
Event website	
Event description	
7. Venue name	
Venue address	
City/State/Zip	
8. Event start date	Event end date
9. Coverage start date	Coverage end date

If the coverage start date is more than 5 days before the event start date OR the coverage end date is more than 5 days after the event date, please explain:

10. Is the event outdoors?	☐ Yes ☐ No
11. How many years has this event been held under the present management (if never, enter 0)?	
12. During this time has the insured had any claims regarding this event?	☐ Yes ☐ No

13. Type of event (check below as applicable)

☐ Arts & craft festival	☐ Auction	☐ Beauty pageant/fashion show	☐ Concert (see No. 17-20)
☐ Chamber of Commerce event	☐ Consumer show	☐ Convention	☐ Exhibition
☐ Fair/festival	☐ Fundraiser	☐ Graduation	☐ Meeting/luncheon/seminar
☐ Music festival (see No. 17-20)	☐ Party	☐ Picnic (see No 19 & 20)	☐ Political rally
☐ Reception	☐ Sporting event (excludes Participants see No. 22)	☐ Walk-a-thon	☐ Wedding/reception
☐ Film shoot Production cost: \$		☐ *Other, please specify	

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Friends and Community Groups Permit:



- Community groups can also use this permit, but there are some differences
 - Community groups must be located in the neighborhood where they are hosting the event
- For free, public, non-athletic events in the parks with expected attendance of up to 500 people
 - Vending is complicated
- Events that DON'T need a permit:
 - Events with expected attendance of under 50 people IF they do not have amplified sound, vendors, large tents, bounce houses, or staging
- Fees:
 - \$25 application fee if submitted at least 30 days in advance
 - \$50 application fee if submitted less than 30 days in advance
 - \$250–\$500 refundable security deposit, depending on size and scope of event
 - Optional service fees for electrical and grounds maintenance (payment for these must be received at least 2 weeks in advance)
- Community groups must provide their own insurance or purchase insurance through the city
- Name on Check must Match name on Permit Applicant and must be in the name of Community Org
- The event coordinator, permit, and certificate of insurance must be on-site for the event

Collaborations between Friends Groups and Community Groups



- The permit holder (event organizer) is responsible for being present at the event in case any issues arise
- If a Friends Group is collaborating with a Community Group for an event, and the Friends Group's name is on the permit, a security deposit is not required, as long as the Friends Group takes a lead role in the event and makes sure that it follows park and event guidelines
- If both groups are included as permit holders, both groups must have insurance
 - The Friends Group can still apply for free insurance, but it will not cover the Community Group, and the Community Group will need to provide their own insurance



Athletic Events

- Athletics handles permits for athletic events in parks, Rec Centers, and fields
- Athletic events in Rec Centers are coordinated with the Rec Center leader
- An Athletics Permit is required for low-impact organized sports, leagues, and recreational programs
 - Yoga events, bocce, youth soccer, etc.
 - For events taking place in a park, the Athletics application can be submitted to the Stewardship Office
 - Fees:
 - \$25 application fee for free events sponsored by Park Friends Groups
 - \$125 application fee for events sponsored by local Community Groups and for events that require participant registration
 - Background checks are required for youth program staff
- Basketball tournaments may be permitted through the Friends and Community Groups permit
 - For single-day events, participant names and contact information must be collected and submitted to Stewardship
 - For multi-day events and pre-organized events, rosters, IDs, and contact information for all participants must be submitted to Stewardship
 - Prizes are allowed ONLY if they are not cash prizes





Picnic Permit



- For private events at picnic sites and pavilions
 - Birthday parties, baby showers, family reunions, etc.
- Fixed hours of 10AM–6PM or 12PM–6PM, depending on location
- Processed by the Special Events Office
 - Submit completed form by mail or in person at 2130 Arch Street
 - Submit payment with the application: \$35 for a picnic site or \$140 for a pavilion
 - Include ID that matches payment information
- Open fires are only allowed with approval
- Events with amplified sound, DJs, or inflatables CANNOT be permitted using a Picnic Permit, and require a Special Events Permit
- The permit must be on-site for the event

Special Events Permit



- Required for:
 - Events with an expected attendance of over 500 people
 - Events that include the sale or distribution of alcohol
 - Events with vending that are NOT intended to fundraise for the park or Friends Group
 - Events involving elected officials
 - Higher-impact athletic events and festivals
 - Events located in certain parks, such as Fairmount Park and Wissahickon Valley Park
 - Exceptions are made for certain Park Friends Groups
 - Private events with amplified sound, DJs, or inflatables
- Applications must be submitted by mail or in person to the Special Events Office at 2130 Winter Street
- Fees and deadlines depend on the type and scale of the event
 - Friends Groups can ask for a reduction in fees, or for fees to be waived, but this is not a guarantee that all fees will be waived
 - Optional service fees for electrical and grounds maintenance
 - Service fees and alcohol fees cannot be waived
- Insurance is required for all permitted events





Alcohol Policy

- Alcohol is permitted at events ONLY with approval from the Special Events Office
- Alcohol Management Plan must be submitted at least 30 days in advance
- Fee of \$1,000 per day
- Must obtain:
 - Letter of support from the community or Park Friends Group
 - Recommendation from the Philadelphia Police Department
- The alcohol provider must have the appropriate licenses and permits for the disbursement and sale of alcohol
- Safety requirements:
 - Designated, double-fenced alcohol serving area, with a minimum 6-ft buffer
 - Must hire 2 police officers and 1 supervisor for serving area
- Alcohol served in plastic cups only
- No alcohol branding/banners

FAQs



When will there be an online permit and insurance application and payment system?

- We have been trying to get such a system set up but, unfortunately, we cannot give a timeline. For now, applications can be submitted by email (for permits through Stewardship) or hard-copy (for permits through Special Events), and payment must be submitted via check or money order.

What is the process for getting a Health Department permit for distributing food?

- We are currently working with the Health Department to determine the best course for permits and procedures regarding food safety, in order to best ensure both health and accessibility.

What are the guidelines for having food trucks at a permitted event?

- If you want to have a food truck **WITHIN** the bounds of the park (including parking lots), we can provide a list of approved food trucks that have gone through the process to be able to vend on park land.

Thank You So Much!

