



Submitting Your Special Event Application

The Center City District (CCD) reviews and evaluates all the applications for approval of Community Access Program Permits. All applications are stamped and dated upon receipt and reviewed weekly. Permit must be applied for a minimum of 30 days in advance and will not be approved until 21 days prior to the permit date. Please be sure to **complete all sections of the application**.

Upon approval, the permit is prepared and applicants are notified to pick up, sign and date. Permits are not valid until all applicable fees are paid in full. Permits must be available on site day of event(s). CCD reserves the right to deny a permit at its discretion.

Applicants may submit applications to the CCD in person, faxed, emailed, or mailed to:

Center City District

Attention: Sarah Anello

660 Chestnut St

Philadelphia, PA 19106

Phone: (215) 440-5507

Fax: (215) 922-7672

Email: sanello@centercityphila.org

Center City District Hours of Operation

Monday 8:30 am-5:30 pm

Tuesday 8:30 am-5:30 pm

Wednesday 8:30 am- 5:30 pm

Thursday 8:30 am- 5:30 pm

Friday 8:30 am- 5:30 pm

Saturday & Sunday Closed



Community Access Program Application Form

Please submit an application for each day of your event. Applications must be submitted at least 30 days in advance of your event date and will not be approved until 21 days prior to permit date. All community access programs must be open to the public. Solicitation of any kind is not permitted.

CONTACT INFORMATION

First Name: *

Last Name: *

Email: *

Company/Organization: *

Address Line 1: *

Address Line 2:

City:

State:

ZIP/Postal Code: *

Phone: *

Mobile Phone:

What is the mission of your company/organization? *



Proposed Date of Event: *

Who is the Audience: *

Start Time: *

End Time: *

What is the Name of the Event: *

How many attendees do you hope to attract: *

Name of Event Sponsor: *

What is the purpose/goal of your event? *

Have you done this event before? *

Where have you done this event in the past? *

What is the promotion plan? *

How will your event be marketed or publicized prior to the event date? *

Do you have a media partner (newspaper, radio or TV station)? *



Are you requesting power? * How many AMPS do you require? *

What is the concept of the event; please provide a detailed description of the entire event? *

What do you propose to bring into the park? *

Please list all items such as tables, cables, extension cords, signs, speakers, mics, lighting, staging, tents, generators, stanchions, barricades, ballast, promotional items, flyers, banners, balloons, giveaways.

Attach examples of all signage to be displayed to this application. *

Attach a proposed timeline to this application. Include load in, set-up, event activities, breakdown and load out times. *

Attach proof of 501(c)3 status to this application. *

All catering, food, beverage and tenting must be provided by Center City District approved partners.

*** Required answers**

By submitting the application above, I acknowledge that I have read, understand, and accept the terms of the Center City District.

Name _____ Date _____