

Title: Distribution of Tickets to Mayor's Box at Stadiums, Ballparks and Entertainment Venues
Effective Date: April 22, 2008

Scope of Policy

To provide for the equitable distribution of complimentary tickets received by the City of Philadelphia to events at the Wachovia Center, Wachovia Spectrum, Lincoln Financial Field, Citizens Bank Park, Mann Music Center and Robin Hood Dell East.

Policy

The City of Philadelphia receives complimentary tickets to all events which are held at the Wachovia Center, Wachovia Spectrum, Lincoln Financial Field, Citizens Bank Park, the Mann Music Center and the Robin Hood Dell East. Events which are held at these venues include: Flyers games, Sixers games, Eagles games, Phillies games, concerts and other major events. These tickets are for seats in suites which are hereinafter referred to singularly and collectively as, the "Mayor's Box." Eighteen (18) tickets are received for events at the Wachovia Center and Citizens Bank Park; twelve (12) tickets are received for events at the Wachovia Spectrum; twenty (20) tickets are received for events at Lincoln Financial Field; six (6) tickets are received for events at the Mann Music Center; and eight (8) tickets (2 boxes with 4 seats in each box) at the Robin Hood Dell East.

The Mayor's Office is responsible for the distribution and allocation of tickets. Unless the Mayor's Box is otherwise reserved in its entirety by the Mayor's Office, tickets for events will be made available in the following manner:

1. Ticket requests must be received by the Mayor's Office at least two (2) weeks prior to the event.
2. The Mayor will receive 6 tickets for each event at the Wachovia Center, Citizens Bank Park, and Lincoln Financial Field; 2 tickets to events the Wachovia Spectrum; 2 tickets for events at the Mann Music Center; and 2 tickets for events at the Robin Hood Dell East.
3. City Council is eligible to receive 2 tickets for each event at the Wachovia Center, Citizens Bank Park; the Wachovia Spectrum; and Lincoln Financial Field; 2 tickets for events at the Mann Music Center; and 2 tickets for events at the Robin Hood Dell East.
4. City employees will be eligible to receive 2 tickets to the box for events at the Wachovia Center, Wachovia Spectrum, Citizens Bank Park and Lincoln Financial Field. Individual employees will be limited to attending one (1) event every thirty days. Also, if the amount of requests from City employees exceeds the number of tickets available, a lottery will be held to determine which employee will receive the tickets.

In addition, city employees who wish to apply for tickets must comply with the following requirements:

- a) Employees must receive approval from the following people prior to submission or their request:
 - i) The employee's immediate supervisor;
 - ii) The employee's department head;
 - iii) The cabinet member who supervises their office.

- b) Employees may not use tickets for an event if the event conflicts with the employees' work schedule and the employee has not secured the appropriate leave or permission as set forth in 4(c) below.
 - c) If use of tickets will result in employee missing scheduled time from work, the employee must first seek and obtain leave time before applying for the tickets.
 - d) If an employee cannot use any ticket, the employee must notify the Mayor's Office promptly and return the ticket to the Mayor's Office. Failure to do so will result in the employee being ineligible to receive future tickets.
 - e) For purposes of this policy, all notifications to the "Mayor's Office" should be made by contacting Kathleen Lonie in the Office of the Mayor's Chief of Staff at (215) 686-7508 or kathleen.lonie@phila.gov during regular business hours.
5. The balance of tickets not distributed pursuant to paragraphs 2, 3 and 4 above, will be distributed to not-for-profit groups which have been approved by the Office of the Mayor (i.e., recreation center groups, school district, PAL, after-school programs, senior citizens, working adults, special acknowledgements, etc.) for special recognition. These groups will receive 8 tickets for events at the Wachovia Center and Citizens Bank Park; 10 tickets to events at Lincoln Financial Field; 6 tickets to events the Wachovia Spectrum; 2 tickets for events at the Mann Music Center; and 4 tickets for events at the Robin Hood Dell East. Organizations offered tickets must claim their tickets by outlining how they will distribute the tickets and who will be in charge of receiving and distributing the tickets. Letters will be sent to these organizations inviting them to apply for tickets.
6. Tickets may not be distributed to City vendors.

In order to allow for the equitable distribution of these tickets to constituents, elected officials and City employees, the following rules will apply to anyone who is in possession of a ticket to the Mayor's Box:

- 1. A Ticket Request Form must be completed for each request.
- 2. No ticket shall be used for political fundraising purposes by any person.
- 3. Elected officials who may receive tickets to any of the boxes **may not** use any ticket for political fundraising purposes.
- 4. Tickets may be donated to non-profit organizations for use at their fundraising auctions. However, the organization **must not** be affiliated with any political party or group.
- 5. No ticket which is received for free from the City shall be sold to another person.
- 6. Alcoholic beverages **will not** be provided by the City of Philadelphia. A limited amount of food and soft drinks may be provided.
- 7. A designate of the Mayor's Office must approve all ticket requests.
- 8. Quarterly reports on box usage will be made available for public review.

Failure to comply with any of the above rules will result in the individual and/or group or organization being disqualified from receiving tickets.