



Special Event Permit Application

This application must be fully completed, signed and forwarded to the URA and Park Officials at least four **(4) MONTHS BEFORE** Lessee's event. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit and loss of all deposited fees. Please type or print the information clearly and attach additional sheets or maps as required below. **ANY CHANGES TO THE APPLICATION ONCE IT IS SUBMITTED MUST BE DONE SO IN WRITING 14 CALENDAR DAYS AFTER SUBMISSION OF YOUR APPLICATION.**

Please complete and send this this application along with a **Special Activities Request Letter** addressed to the Urban Redevelopment Authority to the contacts listed below. (Email is preferred, but U.S. mail is also acceptable.) The Special Activities Request Letter must be on your organization's letterhead and include an event description, nature/intent of event, requested event date(s) and requested event times.

Send to:

Byron Crawford
Real Estate Coordinator
bcrawford@ura.org

CC:

Steven Kasunich
steven@esoffer.com
Chief Park Official

CC:

Nancy Simon
nsimon@esoffer.com
Park Official

URA
200 Ross Street, 10th Floor
Pittsburgh, PA 15219

Soffer Organization
424 S. 27th Street, Suite 300
Pittsburgh, PA 15203

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424 S. 27th Street, Suite 300
Pittsburgh, PA 15203

Please do not include any payment with your application. Rental fees will be communicated to the Applicant by the URA once the event is approved. Event management fees will be communicated to the Applicant by Park Officials once the event agenda and site map is finalized.



EVENT RENTAL APPLICATION

APPLICANT INFORMATION

1. Contact Information

Company/ Organization Name: _____

Applicant Name: _____

Title: _____

Address: _____

Email: _____

Work Phone: _____ Cell Phone: _____

Fax: _____

2. Billing Information

Federal Tax ID#: _____

Pittsburgh Tax ID: _____

Billing Name: _____

Billing Address: _____

EVENT INFORMATION

3. On-Site Contact

Name: _____

Title: _____

Cell Phone: _____

Office Phone: _____

Email: _____

4. Event Description:

5. Event Type (check all that apply)

- | | | |
|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Theater | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Marine/River | <input type="checkbox"/> Musical Event |
| <input type="checkbox"/> Run | <input type="checkbox"/> Race | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Walk | <input type="checkbox"/> Ride | _____ |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Dance | _____ |

6. Requested date(s) and time(s)

Event Date(s): _____ Day(s) of the week: _____

Event Start Time: _____

Event End Time: _____

7. Facilities to be used (check all that apply)

- Piazza
- Event Stage
- Rivertrails
- Riverplace
- Riverlanding
- South Water Street

8. Set-up/ Tear-down

Begin: _____ AM/PM End: _____ AM/PM

9. Estimated Crowd: _____ **# of Participants/Vendors:** _____

EVENT LOGISTICS

10. Parade, Race, Walk or March: List route to be used, and/or streets to be closed.
Please attach map(s) to application outlining proposed route.

11. Initial Site Plan must be included with this application in order to assess any additional needs the event may have. Site map attached. Include proposed location of tents, vendors, restrooms, etc.

12. Are you setting up tents at your event? Yes _____ No _____

If YES, what size are the tents? _____

NOTE: Certificate of Flammability is required for all tents over 10 X 20.

13. Utilities

Will you require access to water? Yes No

Will you require access to electricity? Yes No

Will you need to utilize/ rent generators for additional power needs? Yes No

14. Will you require a temporary Special Event Vehicle Permit for load-in and load-out?

Yes No

If YES, Estimated number of vehicles: _____ Date(s) requested: _____

ENTERTAINMENT

17. Sound System (check one):

- Acoustic
 Amplified

Describe entertainment:

List entertainers/bands to perform at event:

VENDING & SALES

18. Vendors

Will vendors be present at event? Yes No

Vendors will be (check all that apply): Exhibiting Selling

- Vendor type (check all that apply):
- Food
- Beverage
- T-Shirts/Hats/ Apparel
- Art/Jewelry/Crafts
- Books
- Balloons
- Other: _____

19. Will any vendors be serving or selling beer/liquor/wine? Yes No

*** All requests must be submitted to the PLCB no less than sixty (60) days in advance**

REQUIRED EVENT MANAGEMENT SERVICES

20. Security

Lessees are required to hire Soffer Security. The extent of security needed and associated fees will be assessed based on discussion with Lessee.

21. Maintenance

There will always be a maintenance technician on-call in case of emergencies. An on-site technician is required for any event with more than 500 attendees. Exact maintenance needs will be assessed based on discussion with Lessee.

22. Cleaning and Trash Removal

Lessees are required to hire Soffer for event clean-up and trash removal. Soffer will provide extra trash bins for events with more than 200 attendees. A flat hourly rate per cleaning crew staff member will be assessed. Additional charges may apply if extra cleaning services are needed.

Lessees are responsible for the collection and hauling away of all recycled materials. For events with more than 200 attendees per day, you are required under City Code 619 to recycle glass, plastics, aluminum/steel cans and corrugated cardboard.

How will recycling be provided at your event? **(check ONE only)**

- We do not expect to have 200 individuals per day
- Private hauler/contractor: List hauler/contractor _____
- Self-collection with own or rented containers: List location /company where materials will be taken:

- Self-collection with City-owned containers: Contact Recycling Division for assistance 412.255.2631

INSURANCE

Due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions:

1. The Applicant or, if applicable, the Organization/Sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the Event. The Applicant shall attach a certificate of insurance duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company, evidencing the following minimum coverage(s) and specifically identifying THE URBAN REDEVELOPMENT AUTHORITY, RIVERLIFE AND SOFFER ORGANIZATION as additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to CITY:

General Liability	Occurrence	Aggregate
Bodily injury, including death	\$ 1,000,000.00	\$2,000,000.00
Property damage	\$ 1,000,000.00	\$2,000,000.00

All policies must be made on an occurrence basis. Claims-made policies are not acceptable.

2. Liquor Liability: Where the Applicant, on behalf of any other persons, organizations, firms or corporations on whose behalf the application is made, seeks to hold an event involving the sale of alcoholic beverages and has otherwise been granted all necessary permits for such purpose, he/she/it shall provide and maintain a policy or policies of Liquor Liability Protection with limits of not less than \$1,000,000.

AFFIDAVIT OF APPLICANT

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the ordinances and regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/ or federal laws that are applicable to this Event.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to South Side Works and/or the City of Pittsburgh that are incurred on behalf of the event.

If I cancel my event, I will notify the South Side Works as early as possible so as to cut down on any cost recovery. I understand that I will be charged for services provided in advance of the event up through the time of notification.

SIGNATURE OF APPLICANT

DATE

PRINTED NAME: _____

This Application MUST be signed prior to submission or it will not be considered complete.

INDEMINFICATION STATEMENT

The undersigned represents, stipulates, contracts and agrees that the sponsor of the event permitted pursuant to this Application will jointly and severally indemnify and hold the Urban Redevelopment Authority, Riverlife and Soffer Organization harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor's activities authorized by the Special Event permit.

**APPLICANT AS AUTHORIZED REPRESENTATIVE/AGENT
FOR THE SPONSOR/ORGANIZATION OF THE EVENT**

DATE

EVENT RENTAL APPLICATION CHECKLIST

This checklist along with all applicable permits and correspondence must be submitted to Park Officials at least sixty (60) days prior to your event.

- Application and Special Activities Request Letter addressed the URA, to include event description, nature/intent of event, requested event date(s) and requested event times.
- Refundable deposit paid to URA
- 25% of rental fee paid to URA
- Event agenda and site plan approved by Soffer/Park Officials
- Event meeting (attended or scheduled) with Soffer/Park Officials
- Certificates of Insurance submitted with additional insured listed as: Soffer Organization, Riverlife and Urban Redevelopment Authority

Attach permits if available:

- Food
- Alcohol
- City of Pittsburgh: Special Event/Street Closure
- Tents: Certificate of Flammability

EVENT VENDOR SUGGESTIONS

Sound / Lighting / Electrical

JV Chujko: <http://www.chujko.com> 412.331.3308

Entertainment Unlimited: <https://www.entertainmentunlimited.com/> 412.343.7700

Rentals (Tables/Tents)

JV Chujko: <http://www.chujko.com> 412.331.3308

Party Savvy: <http://partysavvy.com> 412.856.8368

All Occasions: <http://www.allparty.com> 1.877.788.8100

Portable Toilet Rental

Mr. John: <http://www.mrjohnpit.com> 412.771.6330

Linens/Decor

Lendable Linens: <http://www.lendablelinens.com> 1.866.539.5363

Ticketing Services

ShowClix: <http://www.showclix.com> 1.888.718.4253

Eventbrite: <https://www.eventbrite.com> 1.888.810.2063

Recycling

City of Pittsburgh: <http://www.city.pittsburgh.pa.us/pw/html/recycling.html> 412.255.2773

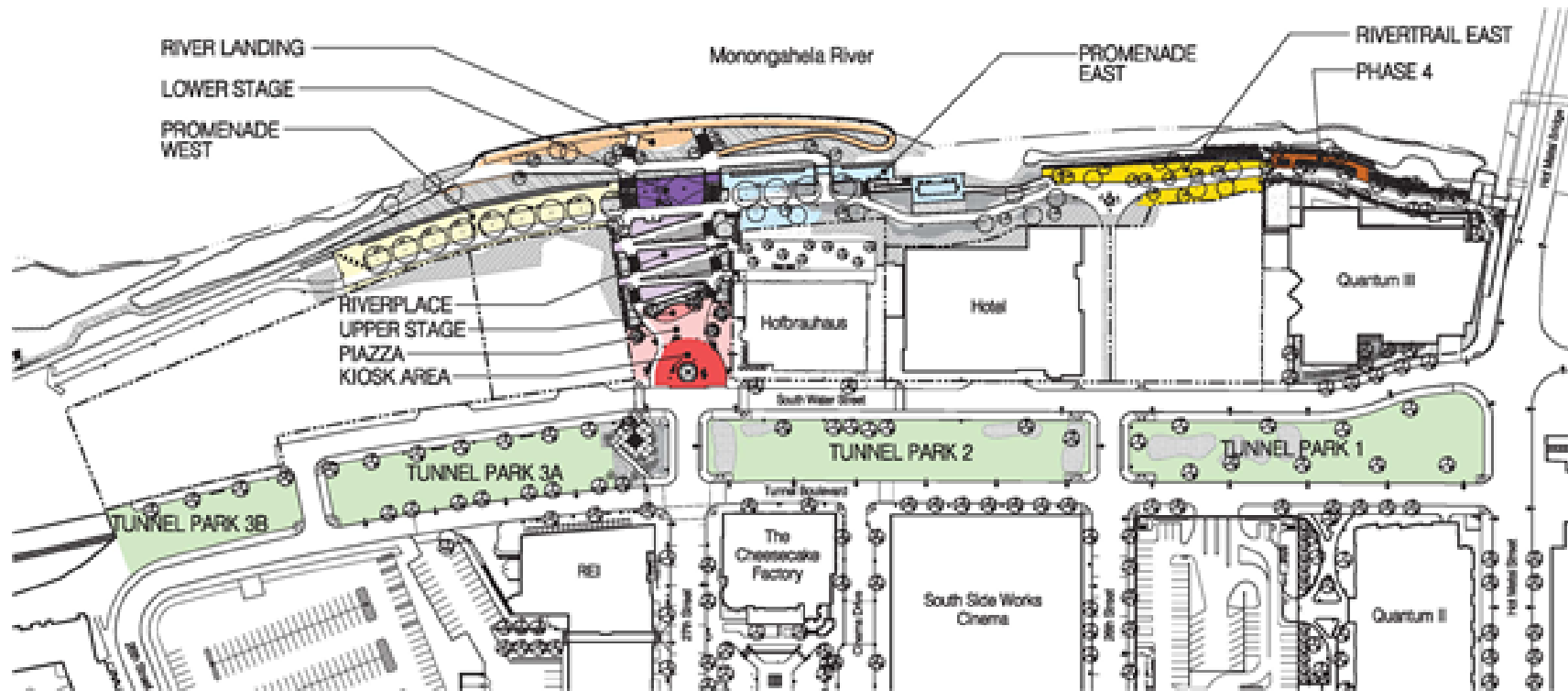
Solar Powered Generator

Zero Fossil: <http://www.zerofossil.com> 412.906.9376





South Shore

Riverfront Park



Legend

 Piazza (827)	 Lower Stage (468)	 Phase 4 (161)
 Kiosk Area (533)	 Promenade West (2,006)	 Riverlanding (1,704)
 Upper Stage (90)	 Promenade East (1,239)	 Tunnel Park (13,776)
 Riverplace (1,090)	 Rivertrail East (1,102)	 Tunnel Park 1 (4,399)
		 Tunnel Park 2 (4,066)
		 Tunnel Park 3A (2,273)
		 Tunnel Park 3B (2,058)

EVENT CAPACITY

SOUTH SHORE RIVERFRONT PARK

Prepared for: Riverlife

Prepared by: Environmental Planning and Design, LLC

Date: July 26, 2012
2086.12.01

