



Special Event Rentals

About South Shore Riverfront Park

South Shore Riverfront Park (SSRFP) is located at South Side Works in Pittsburgh's South Side neighborhood. The park serves as an important connection for the Great Allegheny Passage and Three Rivers Heritage Trail, and includes riverfront trails, a piazza, concert stage, overlook, river landing, and boat dock.

Formerly the Jones & Laughlin steel mill barge dock, the 34-acre park has been transformed, embracing Pittsburgh's riverfront property with access to newly renovated trails along the Monongahela River. Switchback terraces connect upper and lower plazas to create an exciting outdoor public space for recreation, relaxation and special events.

During special events at SSRFP, guests enjoy dramatic riverfront views in a spectacular amphitheater, making it unlike any other outdoor venue in Pittsburgh. Located within the South Side Works' vibrant entertainment complex, this newly renovated park can be transformed for a variety of special events, fundraisers, weddings, festivals and more.

The Urban Redevelopment Authority (URA), Soffer Organization and Riverlife work cooperatively with the City of Pittsburgh in its management of special events at SSRFP. As a significant natural public asset and a regional symbol, additional guidelines have been adopted to protect the park's archeological, historic and natural resources and preserve them so that it will be an amenity that the community at large can enjoy for years to come.

Please review the below guidelines and park rules. They will be incorporated into your event planning and reflected in your permitting with the URA and your Special Event Permit Application to the City of Pittsburgh.



EVENT RENTAL INFORMATION

Event dates will be awarded on a first-come, first-served basis, depending on availability, and with preference given to events that align with both the URA and Riverlife's missions. It is recommended to contact the Park Officials at Soffer Organization four (4) to eight (8) months prior to the event date.

Park Officials shall have sole discretion in awarding special event dates. Dates will be awarded after all of the following requirements are met:

- Fully-executed Special Activity Agreement or Letter of Authorization from the URA
- Submission of required permits
- Submission of required insurance policies

A minimum of four (4) weeks is required between large events, including set up and tear down. This will allow time for park resources to recover and for any repairs or maintenance to be completed.

This written agreement with the URA is not limited to, but will contain the following:

- Terms of Agreement
- Liability Insurance Requirements
- Permit Details
- Park Rules and Requirements
- Payment and Deposit Requirements

PARK INFORMATION

Address

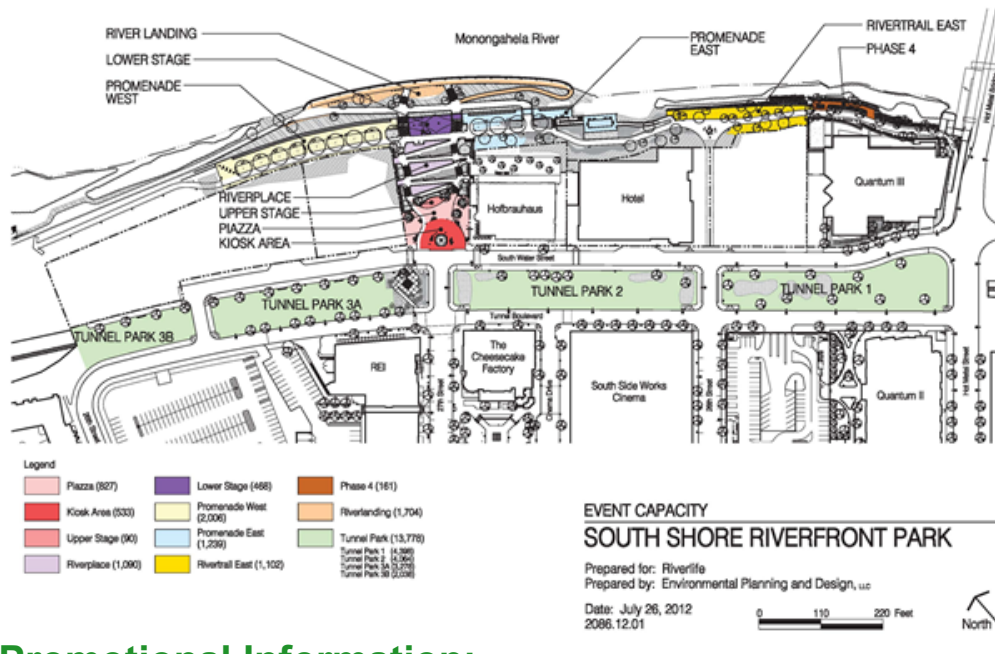
South Shore Riverfront Park
South Water Street
Pittsburgh, PA 15203
(25th and 29th Streets along the Monongahela River)
SSW Parcel B3b, 29-E-9

Layout

SSRFP is comprised of six (6) distinct areas:

- The Piazza
- Amphitheater/Event Stage
- Tunnel Park 1
- River Trails
- Riverplace
- Riverlanding

Capacity: 7,957



[See larger map on last page of application.]

Promotional Information:

Website: www.southshorepgh.com

Facebook: www.facebook.com/SouthShorePgh

Twitter: @SouthShorePgh

Logo: Please contact park officials to receive the official SSRFP logo for use in any promotional capacity or advertising initiatives.

RULES AND REQUIREMENTS

Event Categories

Special events occurring in SSRFP will be assigned to one of the following categories:

Charitable: Events that are directly associated with fundraising for the entity which is established as a not-for-profit corporation and has been granted Federal tax-exempt status.

General: Events such as, but not limited to, music performances, festivals, exhibitions, arts or craft shows that are open to the public- free or ticketed- and do not constitute Charitable or Promotional/Commercial Events.

Promotional/Commercial: Events that seek to promote, advertise, or introduce a product, corporation, company or other commercial entity to the general public or portion of the general public.

Park event rental rates will be based on the above event categories and size of event:

- Small: 20-500 attendees
- Medium: 501-5,000 attendees
- Large: 5,000+ attendees

Event Agenda and Site Plan

- Lessees are required to submit an initial event agenda and site plan to Park Officials along with the Event Rental Application. The event agenda should outline the following:
 - Set-up/load-in times and associated information
 - Schedule of events and entertainment
 - Tear-down/load-out times and associated information

The site plan should illustrate the following:

- All areas of the park to be used during the event
 - Any planned street closures (these must be approved by the City of Pittsburgh)
 - Any items to be placed in the park (signs, inflatables, chairs, porta johns, etc.)
- If changes to the event agenda and/or site map are made by Lessee or required by Park Officials, Lessees will need to submit additional drafts to Park Officials for approval.

Event Management

All Lessees are required to meet with Park Officials at least sixty (60) days prior to the event to review all details. Major topics of discussion will include the following:

- **Event Agenda and Site Plan:** A final review of the agenda and site plan will ensure that all parties are on the same page.
- **Security:** Lessees are required to hire Soffer Security for the duration of the event. Soffer's Security Director will determine the level of security needed based on discussion with Lessee. A flat hourly rate per security guard will be assessed. Additional charges may apply for higher levels of security.
- **Maintenance:** An on-site maintenance worker is required for all medium and large events (more than 500 attendees). The need for on-site maintenance staff for small events will be determined on a case-by-case basis. A flat hourly rate per maintenance worker will be assessed. For events where they are not required to be on-site, there will always be a member of the Soffer maintenance team on call in case of emergencies.
- **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.
- **Recycling:** 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.

Insurance

- Lessees must carry General Liability Insurance.
- Liquor Liability Insurance is mandatory for any event where alcohol is present.
- Depending upon the nature of the event, Lessees may be required, at any time, to secure and provide proof of additional policies per the request of park officials.
- Soffer Organization, Urban Redevelopment Authority of Pittsburgh, and Riverlife must be named as "additional insured" on all insurance policies.
- A copy of all required policies must be submitted to and approved by Park Officials prior to the event.

Permits

- Food Sales: All Lessees who provide food service or food service vendors to the general public must obtain and present the proper permits from the Allegheny County Health Department.
- Alcohol Sales: All Lessees who plan to **sell** alcohol must obtain and provide Park Officials with an approved license/permit issued by the Pennsylvania Liquor Control Board (PLCB) to serve alcohol at an event.
- Depending upon the nature of the event, Lessees may be required, at any time, to secure and provide proof of additional permits per the request of park officials from the City, County or State.
- A Special Events permit from the City of Pittsburgh is required if any surrounding streets or grounds outside of the park are to be utilized for the event.

Vendors

- All vendors, whether food, merchandise or promotional, shall adhere to regulations of Pennsylvania Department of Revenue and all State, County and City laws and regulations concerning temporary sale of food or merchandise.
- Food vendors are only permitted to operate on the Piazza (upper) level of the park unless granted permission in writing from Park Officials.
- Grease and gray water must be stored in tanks and disposed of off-site or as designated by Park Officials.
- Booths may not block park cut-through access to the Lower Promenade.
- A list of all vendors shall be submitted to Park Officials, including vendor names, contact information and Tax ID numbers.
- Lessee is responsible for ensuring that all vendors carry liability insurance, and may need to provide COIs to Park Officials.

Trail Access and Trail Safety

- No obstructions to the paths are permitted. The trail must be accessible to runners, walkers and cyclists at all times.
- Signage must be placed on the trails leading up to the event indicating to runners, walkers and cyclists to please slow their pace due to an event ahead. The park will provide some signage, and dependent upon the size and nature of the event, the Lessee may be required to produce and place additional signage throughout the park.

Electricity

- Lessees must request access to electricity on their agenda or site plan.
- Lessees may only use electricians/ sound technicians who are pre-approved by Park Officials.
- Electricity is only available at the Amphitheater and on the Piazza (upper) level.
- Only designated hook-ups shall be used for electricity and water.
- Generators may be requested by Lessee and will be considered by Park Officials on a case-by-case basis.

Water

- Lessees must request access to water on their agenda or site plan.
- Water is only available on the Piazza (upper) level.
- Only designated hook-ups shall be used for water.

Restrooms

- Lessees are required to provide temporary restrooms for facility for event.
- Total number of restroom facilities shall be in accordance with limits set forth by manufacturers and in accordance with anticipated attendance of event.
- Park Officials must approve location of temporary restrooms for the event.

Tents/ Staking

- Due to waterlines and irrigation heads, non-ground penetrating methods for securing tents such as water barrels or concrete block must be used.
- Dependent upon the nature and duration of event, Park Officials will determine whether to require or prohibit the use of tent flooring.
- In the event of inclement weather, Park Officials reserve the right to modify the use of tents in order to protect the grounds.
- Lessee must obtain written approval from Park Officials order to place any posts or other ground penetrating elements (including yard signs) in the park.
- A Certificate of Flammability is required for all tents larger than 10x20.

Signage

- Placement of signage within the park is permissible during certain times of year.
- Lessee must coordinate with Park Officials regarding installation of signage.
- Only Park Officials and staff may install signage unless Park Officials approve an alternative method of installation in writing.
- Lessee must obtain written approval from park officials to fasten any rope, sign, banner, flyer or other object on any tree, shrub, or structure within the park.
- Lessee must obtain written approval from Park Officials order to place any posts or other ground penetrating elements (including yard signs) in the park.
- Neither Park Officials nor the URA are responsible for damage to any signage caused by weather, vandalism, facility malfunction or any other conditions.
- A service fee will apply to all signage placed in the park by Park Officials and staff.
- **Signage must meet the following criteria:**
 - Banners may be up to a maximum size of 12' high x 40' wide.
 - All wording and design elements of proposed signage must be submitted to Park Officials for prior approval.
 - Requested duration of time displayed must be submitted to Park Officials for prior approval.
 - Final determination as to whether the proposed signage will be displayed is to be made by Park Officials.
- Sidewalks are not to be painted or spray-painted at any time.
- Chalk may be used on sidewalks if approved by Park Officials. If chalk writing/signage is not removed from the sidewalk(s) by Lessee at the end of the event, additional cleaning charges will apply.

Staging

- No portable staging is permitted in the park.

Damages

- Lessees are required to leave the park as it was found and will be financially responsible for damages incurred during the event.
- Lessees are responsible for completing and submitting a standard venue checklist provided by Park Officials the day of the event.

Vehicles

- **Pedestrians in the park always have the right of way.**
- No motorized vehicles are permitted on park trails without written permission from Park Officials. A vehicle deposit may be required before and will be assessed on a case-by-case basis.
- The weight limit per single vehicle allowed to enter the park is five (5) tons.
- If a Vehicle Permit is granted, it must be displayed in the windshield of the vehicle at all times.
- If a Vehicle Permit is not granted, all loading and unloading must be done at 28th Street and South Water Street.
- Any vehicle in the park without a permit will be towed immediately at the Lessee's sole cost and expense.
- Vehicles are not permitted in the grass at any time.
- If emergency vehicles are required to be present at the event, there is a designated parking area for them.
- Display vehicles (trailers, trucks or other vehicles designed, decorated or detailed for event promotion, logo placement, product display, and/or sampling, etc.) are not permitted in the park, but can be parked in designated areas along South Water Street. Lessee is required to secure any associated street closure permits from the City.

Parking

- Lessees and their vendors may unload temporarily at 28th Street and South Water Street while displaying a Vehicle Permit issued by Park Officials.
- Lessees, guests, employees and event attendees must park at metered spaces or garages located in South Side Works.

PERMIT INFORMATION

Special Events Permits and Street Closures

A Special Events Permit from the City of Pittsburgh is required for any event utilizing grounds considered outside of the park or that requires closures of any surrounding streets.

Contact: John Chapman

Email: john.chapman@pittsburghpa.gov

<http://pittsburghpa.gov/events/permitting/eventapp.html>

Food and Beverage

Any event occurring within the boundary of SSRFP that is hosting vendors serving or selling food/beverage items should be aware of all the proper permits, permissions and guidelines.

Allegheny County Health Department Information:

<https://www.alleghenycounty.us/healthdepartment/index.aspx>

City of Pittsburgh Food Vendor License Information:

<http://pittsburghpa.gov/pli/vendor-license/stationary-vendor-license.html>

<http://pittsburghpa.gov/pli/mobile-vehicle-vendor-license>

Alcoholic Beverages

Any event occurring within the boundary of SSRFP that is **selling** alcohol must and provide Park Officials with an approved license/permit issued by the Pennsylvania Liquor Control Board to serve alcohol at an event.

Off-Premise Catering Permit Information:

<https://www.lcb.pa.gov/Legal/Documents/001714.pdf>

Special Occasion Permit Information:

<https://www.lcb.pa.gov/Licensing/Topics-of-Interest/Pages/Special-Occasion-Permits.aspx>

Tents: Certificate of Flammability

A Certificate of Flammability is required for all tents larger than 10x20.

<http://apps.pittsburghpa.gov/fire/tent-permit.pdf>

CONTACT INFORMATION

Park Officials

Soffer Organization
424 South 27th Street, Suite 300
Pittsburgh, PA 15203
Phone: 412.481.8800

Steven Kasunich
Chief Park Official
Email: steven@esoffer.com

Nancy Simon
Park Official
Email: nsimon@esoffer.com

URA

Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 10th Floor
Pittsburgh, PA 15219
Phone: 412.255.6600

Byron Crawford
Real Estate Coordinator
Email: bcrawford@ura.org

RENTAL RATES AND PAYMENTS

South Shore Riverfront Park Rental Rates*

Upon acceptance of your Event Application, you will receive a rental fee total, of which 25% will be due immediately. The balance will be due on or before the day of the event. Park rental fees are payable to the **Urban Redevelopment Authority**, at the address listed on the previous page.

Charitable

- *Small* (20-500 attendees): \$500
- *Medium* (501-5000 attendees): \$2,500
- *Large* (> 5,000 attendees): \$5,000

General

- *Small* (20-500 attendees): \$2,500
- *Medium* (501-5,000 attendees): \$5,000
- *Large* (> 5,000 attendees): \$10,000

Promotional/Commercial

- *Small* (20-500 attendees): \$5,000
- *Medium* (501-5,000 attendees): \$10,000
- *Large* (> 5,000 attendees): \$15,000

Miscellaneous Fees

Fees will apply on a case-by-case basis.

- Letter of Authorization: \$25
- Special Activity Agreement: \$50
- Banner Installation/Removal: \$250

***Rates do not include:**

- *Additional days; all rates listed are for one (1) 24-hour day rental.*
- *Trail safety barricades and additional signage as required by Park Officials, dependent upon event size and sections utilized.*
- *Any required permits*
- *Pre-event storage*

Refundable Security Deposit

Each Lessee shall furnish and keep in full force and effect, during the term of this Agreement, a refundable security guarantee/deposit made payable to the **Urban Redevelopment Authority**, conditioned for the full performance of all the covenants and stipulations contained in the official Agreement for said event. The refundable security guarantee shall either be a cash deposit, performance bond, certificate of deposit, passbook saving account, irrevocable letter of credit, or another form acceptable to URA. The required amount of the refundable security guarantee will be based on the event size as noted below, taking into account the complexity and projected impact of the event on the park resource and facilities. Said deposit must be provided upon acceptance of the Event Rental Application. Deposit amounts are subject to change.

- *Small* (20-500 attendees): \$1,000
- *Medium* (501-5,000 attendees): \$1,500
- *Large* (> 5,000 attendees): \$2,500

After a thorough grounds inspection by Park Officials post-event, Lessees shall receive the balance of the refundable deposit, less any damages to the park, within thirty (30) days.

Park Officials and the URA reserve the right to use the Lessee's refundable security deposit to complete any repairs or maintenance needed to return the event area to the condition it was in prior to the event taking place.

Cancellations and Postponements

- The 25% rental fee deposit will not be refunded due to cancellation for any reason.
- Written notice provided no later than 30 days prior to the event is required for all cancellations that are not weather-related.
- If inclement weather threatens to cancel a scheduled event, Lessee will have the opportunity to postpone the event until another date. Alternate dates are subject to availability. No additional fees will apply.

Event Management Fees

In addition to the URA's rental fees, all Lessees are required to pay the following event management fees to **Penn Center Realty Services**. An invoice for these fees will be generated once the event agenda and site plan are finalized. Payment will be required in full upon receipt of the invoice.

- Administrative fee: \$400
- Security: \$40/hour per guard
- Cleaning/Trash Removal: \$40/hour per staff member
- Maintenance: \$50/hour per technician (optional for small events)

Additional fees may be charged if additional security, cleaning, vehicle permits or other services are needed.

The \$400 administrative fee will not be refunded due to cancellation for any reason.