



- Takedown: \_\_\_\_\_

7. Approximately how many people are expected to attend the event?

- Approx. # of participants: \_\_\_\_\_
- Approx. # of spectators: \_\_\_\_\_

8a. What areas of the park are you requesting to use for the event? Please provide as much detail as possible and provide details of the event on the attached map (Exhibit A). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Do you expect to use any parking lot or portion thereof for your event (tents, table, etc. in lots)? If so, please describe this and provide details in the map attached as Exhibit B. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Will you require parking for this event? How many spaces, approximately, will you need? *Please coordinate parking and/or parking lot use arrangements with ALCO Parking Corporation Parking Manager, Tom Leddy at (412) 246-0120 or stadiumparking@alcoparking.com.*

10. Will participants or spectators be charged? YES  NO

Will there be vendors at the event? YES  (If so how many? \_\_\_\_ ) NO

Please supply names, and a City Vendor License No. \_\_\_\_\_

11. Have you checked the game schedules of the Pirates, Steelers and Pitt Panthers for conflicts? *Please note: The North Shore Special Events Committee, comprised of the area's stakeholders, must review all event applications for the North Shore and give their approval before license agreements are issued pursuant to this application. Events scheduled for October, November, December, January and June, July, and August are tentative pending the MLB and NFL playoff schedules and concerts/large stadium events.*

12. Describe in detail activities planned. List all items to be distributed. (Sale or distribution of food, products, promotional material, ceremonies, etc. Please see attached list of NSRFP Rules & Regulations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? *Please note that no bumper stickers, decals or duct tape are permitted to be used on Authority property. For regulations regarding signs and banners, please refer to Title Nine, Chapter 919 of the City ordinances.*

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14. Do you plan to drive vehicles onto park land as part of your set up for event?

YES  (If so where? \_\_\_\_\_) NO

15. Will you need water or electrical connections? YES  NO   
(If yes, please describe and see attached map)

16. Will your event require portable toilets or port-a-potties? YES  (If so, how many? \_\_) NO

*(Note: Port-a-potties are not permitted to be near memorials or directly on Riverwalk. Please indicate your desired location(s) on attached map. Select Location 1, Location 2 or Location 3. The SEA must approve the proposed location(s) and your portable toilet rental contractor must call SEA [Allison Botti at 412-393-7106 or Taylor Blice at 412-325-3003] prior to delivery to confirm the approved location. The installation of port-a-potties must be supervised by SEA personnel.)*

17. Will you need to close any roads? If so, attach route and site maps showing the time duration of each closure. Note, the City's Special Event Office (412-255-8988) is responsible for road closures. Please contact that office for details and permission.

18. Per City Requirement, have you made any provision for on-site medical services?

YES  NO

19. Per City Requirement, have you made any provision for on-site security?

YES  NO

***Note: The City's Special Events Office is responsible for coordinating road closures, on-site medical services, and on-site security. Please contact their office for more details.***

Insurance is required for all events. You are required to name the following entities as additional insured:

- Sports & Exhibition Authority of Pittsburgh and Allegheny County
- Stadium Authority of the City of Pittsburgh
- City of Pittsburgh
- Allegheny County
- Commonwealth of Pennsylvania
- PSSI Stadium LLC
- ALCO Parking
- Pittsburgh Associates

Please e-mail application to Allison Botti, Project Assistant at the Sports & Exhibition Authority at [abotti@pgh-sea.com](mailto:abotti@pgh-sea.com). Please call if you have any questions at (412) 393-7106. The SEA cannot accept the Application more than 180 days prior to the date of event.

Be sure to sign the Application on the page setting out Rules & Regulations.

Once the application is received, the terms of the license agreement, including security deposit, license fee and insurance will be discussed with you.

Project Assistant will send the Applicant an invoice with a request that payment for security deposit and payment for license fee be made by separate checks. Project Assistant will send Applicant the form of license agreement which is to include the details applicable to Applicant's event.

**All fees and documents must be received by the Authority at least two weeks prior to the event.** Please see the attached page for our rate structure.

Exhibits:      Exhibit A Map of Park  
                  Exhibit B Map of Parking Lots (if applicable)

Attachments: Rate Structure  
                  Rules and Regulations  
                  Checklist  
                  Approved Routes (if applicable)

# Exhibit A: North Shore Riverfront Park and Event Area

In no case may portable toilets be used without express SEA approval. Approval limited to following locations.

**Key** Portable Toilet Locations



**Key**

Northshore Riverfront Park	Memorials
Riverwalk	Licensed Event Area
Esplanade	Electrical Hook-Up
Surface Parking	Water Hook-Up

Licensed Event Area -

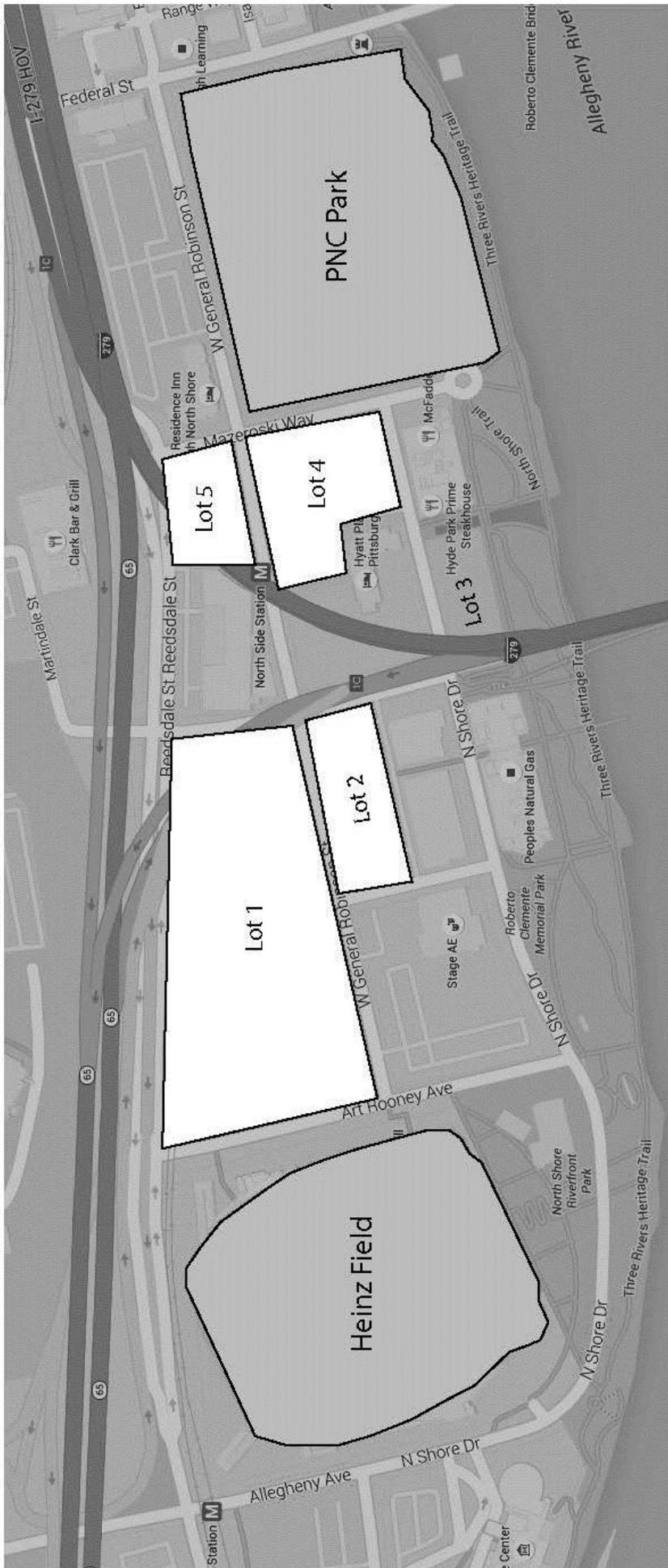
Portable toilets: will/will not be used | Location \_\_\_\_\_

Water Hook-Ups: will/will not be used | Location: see arrow

Electric Hook-Ups: will/will not be used | Location: see arrow

## Exhibit B

Depiction of event set up at Parking Lot \_\_\_\_\_ [identify the parking lot here]



## North Shore Riverfront Park Rate Structure

- North Shore Riverfront Park is available for rent at a cost of \$100/hr. with a minimum of \$300 per day, per event.
  - This cost covers any area of the park from the Clemente Bridge to the Carnegie Science Center Connection.
  - An additional \$100 is charged for set/up and breakdown on the day of the event and an additional \$100 per day for additional set up and breakdown.
- The security deposit is dependent on the event's projected attendance as follows:

0-500 people	= \$500 deposit,
501-1000 people	= \$1000 deposit
1000+ people	= \$1,500 deposit.
- Wedding receptions are a flat rate of \$1,000. No exceptions.
- **Example:** A four-hour event for 750 people that sets up and breaks down the day before and the day of the event will require a \$600 license fee and \$1,000 refundable security deposit.

**Note: The security deposit will be fully refunded within 45 business days if site is returned to its original state by the close of the license period and Licensee has complied with Rules & Regulations.**

# **Sports & Exhibition Authority of Pittsburgh & Allegheny County**

## **North Shore Riverfront Park**

### **Rules & Regulations**

#### **Overview**

The North Shore Riverfront Park (“NSRFP”) is a popular destination in Pittsburgh. NSRFP is situated along the northern banks of the Allegheny and Ohio Rivers. It encompasses 11.25 acres of green and public spaces, composed of 3.1 acres of lawn, 2.1 acres of planting area and 6.05 acres of riverwalk and walkways.

#### **NSRFP Rules & Regulations**

The following rules & regulations are applicable to all patrons (“Users”) of NSRFP, as well as event planners (the “Licensee”) who wish to use NSRFP for special events. The Licensee hereby acknowledges by its signature below that the Licensee has or will deliver these rules & regulations to its subcontractors and its Event Users, and that it understands and will cause its subcontractors and Event Users to adhere to these rules & regulations.

**Violation of any part of NSRFP rules & regulations by Licensee in licensed area may result in the forfeiture of security deposit. Damage to NSRFP in excess of security deposit shall be the responsibility of Licensee:**

- General Use:
  - Park is open to public everyday from 6:00 am to 11:00 pm.
  - Dogs and other pets must be on leash and under the control of the owner at all times.
  - Bicycles shall only be parked at designated area bike racks.
  - No vehicles of any kind are permitted.
  - No alcohol is permitted.
  - Defacing or removing of landscaping, structures or equipment is prohibited.
  - Solicitation, vending, advertising or sign posting is prohibited
  - No dumpsters are permitted. All garbage must be disposed of in Park receptacles, or removed by Users.
  - Fires of any type are prohibited
  - Camping is prohibited.
  - Fireworks are prohibited.
  - Feeding of geese is prohibited.
  - No obstructions or acts which may jeopardize public safety are permitted.
  - No generator or other combustibles are permitted.
  - The use of duct tape, adhesives, or other material creating a residue is prohibited.
  - No golfing is permitted.
  - No stakes or other subsurface penetrations are permitted.
  - No utilization of NSRFP utilities is permitted. (Permission by SEA for a particular utility hook up may be provided by explicit written agreement.)

- No portable restrooms are permitted.(Permission by SEA for use of portable restrooms may be provided by explicit written agreement with detail regarding location of portable restrooms.)
- Water Steps:
  - No swimming or wading.
  - No bathing.
  - No pets, animals or reptiles.
  - No soap products.
  - No littering.
  - No food or drink.
- Boating:
  - Boat docking permitted only at designated tie-off locations. Boats, rafts, tents or other items cannot be anchored to the Riverwalk.
  - Users must abide by regulations issued by the SEA, City of Pittsburgh, Allegheny County, Commonwealth of PA, US Coast Guard, Fish and Game Commission, Pittsburgh River Rescue.
- Emergency Access:
  - Emergency access must be unobstructed at all times throughout the Park.
- Parking
  - Parking shall be responsibility of User and/or Licensee. Rates may vary depending on the day's events
  - Major event parking rates begin approximately 5 hours before game time.
  - Parking available at surface lots and garages.
  - For parking during events, contact ALCO parking at: [www.alcoparking.com](http://www.alcoparking.com).
- Cooperation with Commercial Users
  - Must not block or interfere with commercial licensed users of Park (Just Ducky Tours, Gateway Clipper Fleet, Venture Outdoors, water taxis, etc.), and shall not block or interfere with access ramp at Steelers Quay, Pirates Quay, along Riverwalk, or ingress or egress to NSRFP.

**SEA reserves right to approve any changes to rules & regulations for event requests.**

**Contact Information**

Allison Botti  
Project Assistant  
Sports & Exhibition Authority  
Phone: 412-393-7106  
[abotti@pgh-sea.com](mailto:abotti@pgh-sea.com)

Taylor Blice  
Facilities Director  
Sports & Exhibition Authority  
Phone: 412-325-3003  
[tblice@pgh-sea.com](mailto:tblice@pgh-sea.com)

Tom Leddy  
Parking Manager  
West General Robinson Street Garage  
Parking & Surface Lots  
ALCO Parking, Inc  
Phone: 412-246-0120  
[stadiumparking@alcoparking.com](mailto:stadiumparking@alcoparking.com)

**Licensee Acknowledgement**

The undersigned agrees that they received and acknowledge the content of this document, and shall abide by rules & regulations for North Shore Riverfront Park. The undersigned will cause a copy of these rules and regulations to be given to each Event User and to Licensee’s subcontractors and shall cause them to abide by these rules and regulations.

Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mobile / Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Sports & Exhibition Authority

When you have the time, Pittsburgh has the place.

## North Shore Special Events Checklist

### Snapshot Checklist

Check if applicable. This event requires:

- Water connections
- Electrical connections
- Port-a-john setup (if yes, please list vendor and contact information) \_\_\_\_\_
- Vendors
- Security
- Road Closures
- Use of parking lots

In order for an event at the North Shore Riverfront Park to be considered for approval, the following must be completed and submitted:

- Sports & Exhibition Authority North Shore Special Events Application
- City of Pittsburgh Special Events Permit Application

In order for your event date to be reserved for you, the following must be completed and submitted:

- Signed license agreement
- Security deposit & License fee (due with signed license agreement)

Notice to Proceed: At least two (2) weeks before the date of each event, the SEA must have the following:

- Insurance certificates**-additional insured are: SEA, Stadium Authority, City of Pittsburgh, Allegheny County, Commonwealth of PA, PSSI Stadium, LLC, Pittsburgh Associates and ALCO Parking
- SEA staff approval of event** (Details of Application are discussed and approved.)  
*SEA WILL EXECUTE THE LICENSE AGREEMENT AND SEND IT TO LICENSEE.*

## **NORTH SHORE APPROVED ROUTES**

ROUTE # 1 Start on North Shore Drive at Tony Dorsett  
Left onto Mazerowski Way  
Right onto General Robinson  
Continue onto River Rd  
Turn onto Trails at Heinz St  
Return to Great Lawn via trails

ROUTE # 2 Start on Art Rooney  
Left onto North Shore Dr  
Left onto Tony Dorsett  
Left onto Reedsdale  
Left onto Allegheny Ave  
Continue onto North Shore  
Left onto Art Rooney  
\*\*\*Walk Route\*\*\*

ROUTE # 3 Start on Federal St at Isabella  
Right onto General Robinson  
Continue onto River Rd  
Turn Right onto Trails at Heinz Street  
Return on Trails  
End at Great Lawn  
\*\*Certified 5K\*\*

All other walks are suggested to take place on the trails.

*Note: The City's Special Events Office is responsible for coordinating road closures and approved routes. Please contact their office for additional details.*