SPECIAL EVENT
PERMIT REGULATIONS

REGULATIONS IMPLEMENTING CHAPTER 470:

I. Purpose

The purpose of these Administrative Regulations, which may be updated annually by the Mayor, is to implement the provisions of Chapter 470 of the City of Pittsburgh Code of Ordinances. These Regulations apply to all Special Events held in the City and include information regarding the application procedure, bases for issuing permits, fees (application and cost recovery for City services), and the appeals process. Event sponsors are encouraged to contact the Office of Special Events at specialevents@pittsburghpa.gov, (412) 255-8988 or (412) 255-2641 for assistance in completing applications and/or to answer any questions that may arise.

II. Definitions

Definitions used herein shall be in addition to and/or consistent with those set forth in Chapter 470 of the City Code.

(a) Applicant. "Applicant" refers to the person or group sponsoring or organizing an Event and applying for an Event permit required under Chapter 470 of the City Code (hereinafter "Chapter 470").

(b) Athletic Competition. "Athletic Competition" means an event involving sports, games, or exercises which is reasonably anticipated to obstruct the normal flow of traffic on a public property or otherwise limit public access to public property. Examples include but are not limited to the Great Race, Grand Prix Rally, and Marathon.

(c) "Barricade" A barricade is defined as a sawhorse, metal gate, barrel or other approved barrier set up by the City or as otherwise permitted in Chapter 470 or these Regulations as a warning device to block the passage of pedestrian and/or vehicular traffic from a particular designated area.

(d) "Block party." A "block party" means an outdoor public event organized by the residents of a neighborhood or city block and held upon a city right-of-way for social or entertainment purposes. For purposes of this Chapter, it shall be limited to R-1 residential districts as defined in the Zoning Code.

(e) Business day. "Business Day" refers to normal City of Pittsburgh work hours occurring Monday through Friday, excluding holidays.

(f) CCB. "CCB" refers to the City-County Building located at 414 Grant Street, Pittsburgh, PA 15219.

(g) City. "City" means the City of Pittsburgh.

(h) Community Event. A "Community Event" is an annual one-day community or neighborhood event organized for the purpose of celebrating community arts, recreation or culture or to commemorate a holiday, seasonal, or special day to the community.

(i) Cost Recovery. "Cost recovery" refers to administrative and departmental costs charged by the City to an applicant in conjunction with an Event permitted under Chapter 470 and these Regulations.

(j) Event Permit. "Event Permit" means any written authorization issued as required by Chapter 470 and these Regulations that authorizes the performance of a specified act or acts on a street or other City property.

(k) First Amendment Activity. "First Amendment Activity" includes all expressive and associative activity that is protected by the United States and Pennsylvania Constitutions, including speech, press, assembly, and/or the right to petition. For purposes of Chapter 470 and these Regulations, commercial advertising that is regulated by the Zoning Ordinance or elsewhere in the City Code is excluded from this definition.

(l) Parade. "Parade" for purposes of Chapter 470 and these Regulations means a march, procession, organized movement, or motorcade consisting of persons, vehicles, or a combination thereof that is 1) held with an intent to attract attention; 2) takes place upon streets within the City or on streets within a City park; and 3) interferes or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic or does not comply with normal and usual traffic, regulations or controls.

(m) Participant. "Participant" in a Special Event refers to those individuals, including but not limited to the Applicant, who take part in the activities of the Special Event.

(n) Person. "Person" means any person, firm, partnership, association, corporation, society, company, or organization of any kind.

(o) Portico. "Portico" refers to the outside area of the front of the CCB abutting Grant Street.

(p) Public Assembly. "Public Assembly" means a group activity including but not limited to a demonstration, march, meeting, parade, protest, rally, or vigil which involves the expression of opinions or grievances of persons for a common purpose as a result of prior planning and which interferes or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon the streets, parks, sidewalks, or other public grounds within the City or does not comply with normal and usual traffic, regulations

or controls; or which occupies any public area open to the general public to the exclusion of others.

(q) Public Safety Services. "Public Safety Services" are those services provided by the Bureau of Police, the Fire Department or the Department of Emergency Medical Services.

(r) Sidewalk. "Sidewalk" is any area or way set aside or open to the general public for the purpose of pedestrian traffic, whether or not it is paved.

(s) Special Event. "Special Event" refers to:

a. A Special Event shall include but not be limited to a parade, public assembly, performance, meeting, contest, exhibit, athletic competition or presentation, community event, block party, or ceremony, and which event is to be held:

1. wholly or partially on property owned or maintained by the City which is (i) designated by the City for First Amendment Activity or (ii) in a traditional public forum;

2. on a street or sidewalk located within the City and will likely result in the obstruction of such streets or sidewalks or will likely compromise the ability of the City to respond to a public safety emergency; or

3. on any other property, but requires for its successful execution the provision and coordination of City services to a degree over and above that which the City routinely provides.

b. The definition of "Special Event" is not intended to include:

1. an activity held solely on private property and which does not otherwise require for its successful execution the provision and coordination of City services to a degree equal to and/or over and above that which the City routinely provides;

2. programmed activities provided or managed by the City, i.e. recreational and senior center programs;

3. any event that would otherwise fall within the definition of a Special Event held in a city park but which involves fewer than 25 people at the same time within a

circumscribed 100-foot radius and does not interfere with regular use of the park by the general public (but the provisions of Chapter 477 may still apply);

4. First Amendment Activity on City streets or sidewalks (including those in parks) that will not likely result in the obstruction of City streets or sidewalks nor compromise the ability of the City to respond to a public safety emergency; or

5. Permitting of Sports Fields, Sports Facilities, or Park Shelters, Recreation or Senior Centers, or usages otherwise governed by Chapter 477 of the Code.

(t) Street. "Street" is any paved or unpaved road, thoroughfare, avenue, boulevard, parkway, drive, or other public way set aside or open for purposes of vehicular traffic, including any berm, shoulder or median strip thereof.

(u) Traditional Parade. A "Traditional Parade" is one which has been conducted on or about a certain date on a substantially similar route and in connection with a particular holiday for at least the past five years.

(v) Traffic Control. "Traffic Control." Traffic Control is defined as those activities performed by the Police Bureau during a Special Event that relate to the orderly flow of pedestrian, vehicular and other forms of movement along public rights-of- way.

III. Event Permit Applications

Special Event Permit Applications shall be available for pick-up in the Office of Special Events, 1st Floor, County-Office Building, 414 Grant Street, Pittsburgh, PA 15219. They may also be found on the City's Special Events Office web site at http://pittsburghpa.gov/citiparks/special-events.

(a) Applications shall be submitted to the Office of Special Events, 1st Floor, County-Office Building, 414 Grant Street, Pittsburgh, PA 15219, in person, by mail, or by e-mail to specialevents@pittsburghpa.gov. Applications will not be reviewed until the application fee is received. Applications shall be time-stamped by the Special Events Office upon receipt and shall be processed in the order they are received unless otherwise regulated herein. All review time periods discussed in this Section III shall begin to run only upon the City's receipt of a fully-completed Application. For example, it is not acceptable to skip portions of the Application or to write in "same as last year" in blanks. If an application is returned to an applicant for failure to fill in all Sections as are applicable, the time-stamping and preference order

discussed in this subsection (a) shall be restarted upon the return of the completed application to the Special Events Office.

(b) Permits for First Amendment Activity intended to respond to current events and depending for its value on a timely response shall be evaluated by the Mayor's designee no later than two business days from the receipt of a completed permit application by the Special Events Office. The applicant shall designate the activity as one involving spontaneous speech in the application. If the Bureau of Public Safety does not have the opportunity to completely review the requested permit application before a permit is issued under these expedited circumstances, the City reserves the right to modify the permit duration, route, or location of the Special Event based upon content-neutral public safety concerns including but not limited to accommodations for pedestrians, vehicular traffic, staffing availability, and emergency vehicle access.

(c) An application for a Traditional Parade as defined in these Regulations shall be given a preference to continue on the same date and route for the purpose of protecting the expectations and enjoyment of the public. It is requested that a completed application for the Traditional Parade be provided to the Mayor's designee no later than 45 days prior to such Event. The City of Pittsburgh shall annually sponsor the "City of Pittsburgh Veteran's Day Parade" and shall assume all costs therefore. No permit will be required for that parade.

(d) Otherwise, applications for Special Events shall be submitted to the Special Events Committee at least fourteen (14) business days and not more than one hundred eighty (180) business days before the date and time at which the Event is proposed to commence. Upon receipt of a completed application, the Mayor's designee will review the application and respond within seven (7) business days. For Events requested at least forty-five (45) days ahead, the Special Events Office reserves the right to respond within fourteen (14) business days.

(e) Special Events (including those taking place on private property) that will involve temporary requested on-street parking for extended exhibition viewing must also obtain a Special Event Permit pursuant to these Regulations. Absent overriding public safety traffic or emergency vehicle access concerns prohibiting temporary parking at the location desired, permits will be issued for those Events that: (i) run no more than sixty (60) days; (ii) request exhibition viewing parking only during off-peak (after 6 p.m.) and weekend hours, and (iii) involve no more than one lane of blocked traffic at a time. During any closures there must be an open/available lane in the same direction for traffic to continue. If signage is desired by the Applicant to identify times/dates/locations temporary parking is permitted for the Event, the Applicant shall work with the City's Department of Public Works, which shall identify appropriate locations for such signage and shall notify the

Applicant if any additional permissions/sign variances are required prior to the posting thereof. All signage costs shall be the responsibility of the Applicant.

(f) The information requested in the written permit application shall include the following and shall be updated by Applicant in a timely fashion should circumstances change prior to the Event:

1. Application information including the name, address, and telephone number of the person(s) and, if applicable, the organization seeking to conduct the Event and billing address;

2. A description of the Event as well as the requested date(s) and hours of the Event;

3. The location of the Event and, if applicable, a Route and Traffic Plan detailing plans for categories listed in the Application, including but not limited to the proposed route to be traveled, including the starting point and the termination point, notification to the Port Authority regarding bus route changes, and parking availability for the Event.

4. If roads and/or sidewalks will be closed, the Applicant will be required to explain how motorists and business owners and residents will be notified in advance of the Event;

5. If the Event is taking place on private property, written authorization from the owner will be required;

6. The approximate number of participants in the Event;

7. Whether any animals and/or vehicles will be involved in the Event and the type of animals and description of the vehicles;

8. A statement as to whether the Event will occupy all or only a portion of the width of the streets proposed to be traversed;

9. A Proposed Site Plan, including the location of structures, electrical, sanitation, and plumbing and the location by street of any assembly areas for the Event;

10. The time at which any unit of an Event will begin to assemble at such area;

11. If the Event is designed to be held by or on behalf of an individual or organization other than the applicant, a letter from said

person/group shall be filed with the permit authorizing the applicant to file for the said permit on his/ her/its behalf;

12. A description of any sound systems, or other electrical or other devices to be used in connection with the Event, including a list of entertainers/band/performers;

13. The estimated/approximate number of spectators;

14. Whether alcohol is planned to be served. Event organizers are required to secure necessary authorizations from appropriate county, state or federal authorities;

15. A designation of any public services, facilities or equipment to be utilized and a description of Event access for persons with disabilities and security plans, if any. In the event that an Applicant wishes to use City equipment that is made available to the public, it shall be necessary to pay the hourly or flat fee rental rates set by the applicable Department. Such rates shall be provided in writing upon request. Alternatively, a permit holder may procure barricades from an outside source so long as type and placement are approved by the Bureau of Public Works;

16. Information as to whether any food, beverages or other concessions will be sold within a "special event area" or "concession venue." Any plans to sell concessions must be separately reviewed by the Mayor's designee. Event organizers are required to secure the necessary City mercantile and vendor licenses and Allegheny County Health Department permits

17. You must provide a clean-up plan. You are expected to clean up after your event. You may provide your own personnel for cleaning up or you may contact the City's Director of the Department of Public Works as to rates for use of City employees. The Pittsburgh Downtown Partnership is another source to contact for clean-up assistance. The Applicant shall also address separate receptacle use for recyclables.

18. If insurance is required as set forth in Section VIII herein, a copy of the certificate listing the City of Pittsburgh as an additional insured and a signed indemnification statement; and

19. A listing of marshals or volunteers for Traditional Parades. Traditional parade holders are expected to provide twenty parade marshals to assist with staffing street closings at the direction of

the police. Please see Exhibit A-2 for more information on costs if volunteers are not provided.

IV. Permit Issuance:

(a) The Mayor's designee shall issue a permit as provided for herein when, after a consideration of the application and all other information that is obtained, it finds that:

1. The proposed Event is appropriate for the size and use for which the requested location has been established or designated;

2. The proposed Event will not interfere with a previously permitted Event or previously approved construction or maintenance work.

3. The proposed Event will not substantially or unnecessarily interfere with traffic in the area continguous to the Event, or that, if the activity will substantially interfere with traffic, there will be sufficient City resources available at the time to mitigate the disruption. Due to high traffic volume, parades (other than those that take place on holidays) are not permitted in the Central Business District between 8 a.m. and 10 a.m. and 4 p.m. and 6 p.m. from Monday through Friday.

4. The proposed Event is scheduled to occur during normal operating hours of the City for the particular location requested. Operating hours of particular facilities are posted therein or may be obtained from the Mayor's designee or from applicable department in charge of said facility;

5. The applicant has obtained all necessary approvals, permits, or licenses from other governmental agencies or otherwise required pursuant to this Code or state or other applicable law. The Mayor's designee will endeavor to notify the applicant of permits or licenses required by the City Code, but applicant must determine what approvals, permits or licenses are required by other governmental agencies;

6. The noise levels anticipated for the proposed event comply with the applicable Section of the City Code;

7. The applicant has complied with the application requirements including but not limited to permit fees, Cost Recovery, insurance and indemnification requirements where applicable;

8. The application is complete and does not contain misrepresentations of fact;

9. The concentration of persons, animals, and vehicles at public assembly points of the Event or during a continuous procession will not unduly interfere with property, fire and police protection of, or ambulance service to, areas contiguous to such public assembly or processional areas; and

10. Adequate sanitation and other required health facilities are or will be made available in or adjacent to any public assembly areas.

(b) Event organizers shall be responsible for provided adequate toilet facilities throughout an event venue as required by the Mayor's designee.

(c) Application for fireworks permits must be made with the Bureau of Fire Prevention by an approved, Commonwealth of Pennsylvania licensed vendor. Application for such permits must be accompanied by proof of insurance as required under Section VIII herein. All details pertaining to a fireworks display must be approved by a City Bureau of Fire representative.

(d) If a Special Event will includes animals, at least one week prior to the Special Event, the applicant or coordinator shall provide the Mayor's Office with a health certificate for each animal to participate as well as the name of a local veterinarian who shall provide care for an injured or sick animal, a copy of the handler's licenses required under federal and/or state law, and verify access to an animal ambulance.

(e) It is recommended that no advertising of the Event commence until the Applicant receives final permit approval.

V. Denials

(a) No permit shall be denied based solely on the applicant or content of protected speech scheduled to occur at a Special Event.

(b) All denials shall be in writing and shall state the specific reason for such denial. The denial shall be provided in person to the Applicant or shall be mailed to the Applicant or other person so designated on the permit application at the address set forth therein within the response time frames set forth in Section III of these Regulations.

(c) The Mayor's designee, in denying an application for an Event Permit, shall, where possible, propose measures to cure the defects in the permit.

(d) In the event that the permit is denied due to another event occurring at the same time and location, the Mayor's designee may authorize the conduct of the Event at a date, time, location, or route different from that named by the Applicant. An Applicant desiring to accept an alternate permit shall notify the Special Events Office of its acceptance within three (3) days after notice of the denial.

(e) An alternate Event permit shall conform to the requirements of, and shall have the effect of, an Event Permit issued under Chapter 470 and these Regulations.

VI. Appeal Procedure

(a) Any Applicant shall have the right to appeal the denial of a Special Event Permit to the City Solicitor. The denied Applicant shall make the appeal within three (3) business days after receipt of the denial by filing a written notice with the Mayor's designee and a copy of the notice to the City Solicitor. The City Solicitor's Office is located at 414 Grant Street, Suite 313 City-County Building, Pittsburgh, PA 15219. (The fax number is 412-255-2285). The City Solicitor shall act upon the appeal and render a written decision within two (2) business days following receipt of the appeal. In the event of a denial which affects an event that is to be held in response to spontaneous speech pursuant to Section III(b) of these Regulations, the City Solicitor will issue a written decision within one business day following receipt of the appeal. If time is insufficient for the one day evaluation period and the City Solicitor does not provide an opinion on the denial within the one-day period, the Applicant may deem the Mayor's designee's decision a final denial and may immediately appeal the Mayor's designee's decision to a court of competent jurisdiction or take other action as is legally available to it.

(b) In the event that the City Solicitor rejects an applicant's appeal, the applicant may file an immediate request for review with a court of competent jurisdiction, or take such other action as is legally available to it.

VII. Fees: Event Permit Application and Cost Recovery

(a) Application fees: Event Permit application fees shall be non-refundable and shall be set annually by City Council in its operating budget. A copy of the current fee is attached hereto as Exhibit A-1 and is also available on the City's website. No permit application fee shall be assessed for First Amendment Activity on the Portico of the CCB. **Waivers for indigency are also available to eligible Applicants per Section 470.06(d) of the City Code.** An affidavit is attached to the Application to be used as needed.

(b) Cost Recovery for City Departmental Services: **Some Special Events will require the Applicant to pay fees (in addition to the application fee) for City services as described herein.** The Applicant shall work with the

Mayor's designee to memorialize a Cost Recovery plan that will cover departmental charges incurred by the City relating to any required police traffic control provided by the Bureau of Police, Emergency Medical Services if applicable, as well as other set-up and cleaning activities provided by the Department of Public Works. Cost Recovery shall take into account the requirements of Chapter 470 of the City Code. The City will provide the Applicant with a Cost Recovery Invoice detailing all fees due prior to the Event. A schedule of general fees and specific costs for major categories of Special Events is attached hereto as Exhibit A-2. Per Section 470.06(h) of the City Code, payment in full for estimated cost recovery is required four (4) days before an Event is to begin. If any payment is due for Events subject to the exigency exception for First Amendment activity, such Applicant may pay such costs on the day of the Event. Waivers for indigency are available to eligible Applicants per Section 470.06(d) of the City Code. Permits will not be issued until payment has been received.

(c) Use of volunteers: The Mayor's designee will work with applicants to determine ways to reduce the need for City services with the use of volunteers if possible. The use and placement of volunteers are subject to the discretion of the Bureau of Police.

(d) To the extent permitted under applicable Pennsylvania labor law, organizers will be allowed to hire security guards for security functions related to the Special Event.

(e) Additional Charges.

i. Property or Equipment Damage. Within thirty (30) days after the completion of a Special Event, the Mayor's designee shall transmit to the Applicant (individual or group) an itemized bill setting forth any verifiable damages or loss to City equipment or property known by City to be caused by said Applicant during a Special Event. In the event that the Applicant refuses to pay such bill, the City reserves the right to seek legal recourse permitted under applicable law for recovery of said damages.

ii. The City reserves the right to assess additional costs for litter and refuse collection to the extent that the Applicant fails to meet its obligations as set forth in its Clean-up Plan required pursuant to these Regulations. Charges shall be determined by the Director of the Department of Public Works after he or she receives the verified time sheet of the foreperson in charge of said clean-up. The current applicable hourly rates for City personnel shall be charged, and an itemized bill shall be sent to the Applicant. In the event that the Applicant refuses to pay

such bill, the City reserves the right to seek legal recourse permitted under applicable law for recovery of said damages.

iii. As set forth in Section 470.06 of the City Code, the City shall also charge Special Event applicants and/or sponsors for all optional services specifically requested in writing by such applicant/sponsor, including but not limited to requests for public safety or public works personnel and/or for the use of City equipment. These costs are for those services requested over and above routine/required cost recovery items.

iv. Any fees required in obtaining other permits required for an event (such as to allow pyrotechnics or alcohol) are not included in the calculations associated with the Special Event Permit itself and shall be paid separately.

(e) Refunds: In the event that it is determined that Applicant overpaid for Cost Recovery, the City will refund money to the Applicant within 60 (sixty days) of the Event.

(f) Pursuant to applicable case law, including but not limited to *Forsyth County Georgia v. the Nationalist Movement*, 505 U.S. 123 (1992) the City shall not charge any fees for police protection that is required due to potential public response to speech content.

(g) In the event that a Special Event does not fit within the classifications set forth on the chart attached hereto as Exhibit A-2, the Chief of Police shall determine whether and to what extent the traffic control services of police (including the need for barricades) are reasonably necessary for a Special Event. The Chief of Police shall base this decision only the following objective criteria:

1. The location, duration, route, time and date and expected size of the event; and

2. The expected sale or service of alcoholic beverages; and

3. The number of streets and intersections blocked and what portion of the streets are planned to be used for the Event; and

4. Whether bridges or main arteries shall be involved in the Event route; and

5. The need to detour or preempt citizens' travel on and use of the streets and sidewalks.

(h) As set forth in Section III (e)(15) herein, barricades specifically requested by a permittee may be provided through the City's Department of Public Works for a set fee or by the permittee from an outside source so long as ***type and placement*** of the barricades are approved by the Bureau of Police. If provided by the Department of Public Works, delivery and/or pick-up fees will apply.

(i) An Applicant is responsible to notify the Mayor's Office immediately upon the postponement or cancellation of an Event. Applicants will be charged for City services provided in advance of the Event up through the time of notification.

VIII. Insurance and Indemnification

(a) General liability Insurance: Due to the risk of personal injury and property damage under certain circumstances, insurance will be required under the following conditions:

i. All Athletic Competition Events.

ii. Any Special Event involving animal(s), fireworks, automobile(s) or other vehicle(s), including but not limited to watercraft, aircraft, or motorcycles, or the sale of food. Additionally, requests made by applicants to use the following City equipment: sound equipment, showmobile, transstage, or transbleachers.

Where required, the Applicant or, if applicable, the Organization/Sponsor shall maintain insurance in the amount specified below to cover the entire duration of the Event. The Applicant shall provide to the Mayor's designee 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 CITY as an additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to CITY:

	Individual Occurrence	**Aggregate**
General Liability		
Bodily injury, including death	$ 500,000.00	$1,000,000.00
Property damage	$ 50,000.00	$ 100,000.00

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

(b) Liquor Liability. Where the Applicant, on behalf of any other persons, organizations, firms or corporations on whose behalf application is made, seeks to hold a Special Event involving the sale of alcoholic beverages and

has otherwise been granted all necessary permits for such purpose, the Applicant shall maintain a policy or policies of Liquor Liability Protection with limits of not less than $1,000,000. Such insurance shall be evidenced on the certificate of insurance provided to the Mayor's designee.

(c) Where insurance is required per subsection (a) or (b), the Applicant on behalf of himself/herself or any other persons, organizations, firms or corporations on whose behalf the application is made, by filing a permit application shall represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City 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. In such circumstances, a specific Indemnification Statement shall be attached to the Application.

IX. ADA Regulations

The following regulations are excerpts from ADA Standards for Accessible Design (http://www.ada.gov/reg3a.html#Anchor-16919) and the ADA Title Two Technical Assistance Manual (http://www.ada.gov/taman2.html#II-8.2000). They are included as a convenient reference for event planners. Please note that additional laws/regulations may apply to your event.

(a) Accessible Areas
   a. If certain sections of an event cannot be made accessible then a separate section providing the same function must be provided for use by people with or without disabilities. If separate sections are used a map or program should be provided showing accessible areas.

(b) Entrance
   a. Stable, firm, and slip resistant surfaces included cement, hardwood, and low-pile carpet. Surface such as high-pile carpet, gravel, or grass are not considered accessible. Accessible entrances are at least 36" wide with paths of at least 48" leading to them. They are at ground level or have a ramp or lift leading to them. They may use an automatic door opener.

(c) Paths of Travel
   a. Pedestrian pathways should be at least 48' in width.
   b. If there are barriers in a pedestrian path they must be highly visible and less than 27" from the surface to be detectable to white cane users.
   c. Turn around areas must consist of a 5' circle or a T-shaped path at all "dead ends," corners, turns, and in front of stands that allow a wheelchair to be turned completely around.

(d) Parking and Transportation

a. The proper number of handicap parking spaces as required by the Americans with Disabilities Act Accessibility Guidelines are as follows:

Total Spaces	Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-500	1 additional space per 50
501-1,000	2% of total parking spaces

b. One van space must be available for every eight accessible spaces with a minimum of one van space.

(e) Restrooms

a. Each accessible, portable toilet must be placed on flat land with at least a 48" wide path leading to it. There must be at least a 60" turning radius inside the stall.

b. If portable toilets are used at least one out of each set of 10 is accessible. If fewer than ten toilets are being used then at least one must still be accessible.

(f) Tables and Concessions

a. Five percent of all tables in eating areas should be accessible. Accessible tables are on firm surface, with an open area for wheelchairs if seats are fixed or with movable seats, have a tabletop no high than 34", and provide a knee space that is a minimum of 27" in height, 30" in width, and 19" in depth.

b. All concessions/vendors must be placed on a firm surface and each stand must have a portion of counter space at least 36" in length and no more than 34" in height so as to be accessible to customers in wheelchairs. All items must be easily reached from this section of counter space, including condiments.

(g) Seating

a. Wheelchair seating is dispersed throughout the seating area and companion seating is provided. Seating locations for deaf participants are provided near the presentation area, if there is one, and is this area in direct view of the location of interpreters.

b. The number of accessible seats required is as follows:

Total Seating	Accessible Seating
1-25	1
26-50	2
51-300	4
301-500	6
Over 500	1 additional space per hundred

(h) Signage

a. Directional signage is provided in highly contrasting colors, such as black and white. The characters are between 5/8 and 2 inches in height.

b. Signage is placed so that it does not obstruct paths of travel and is not blocked from view by pedestrian traffic.

(i) Publicity and Communication

a. Publicity should include relevant accessibility information, including that sign language interpreters, assistive listening devices (ALDs), and other auxiliary aids and services will be provided upon request, along with information about whom to contact to request these services and how much notice must be given.
b. Upon request, printed materials should be available in alternate formats such as large print, Braille, or text-to-sound.
c. Microphones provided for public participation should be wireless or have a wire that reaches all accessible seating sections.
d. Accessible phones are located on an accessible route, mounted at 48" from the floor to the coin slot, and have volume controls. If more than four are provided then at least one should be equipped with text telephone (TDD).

EXHIBIT A-1: APPLICATION FEE

The application fee for 2005 is: $125.00 per Event.

EXHIBIT A-2: DPW AND PUBLIC SAFETY COSTS FOR SPECIFIC TYPES OF EVENTS AND GENERAL COST RECOVERY FEES:

NOTE: These are year 2005 base costs calculated before consideration of indigency waivers or City-sharing of costs as dictated by Chapter 470 of the City Code and by these Regulations as applicable. These costs are subject to change and event applicant should confirm with the Special Events Committee/applicable departments that union contract or other legislatively approved rate changes have not occurred before relying on below fee list.

COST RECOVERY FEES:

I. Police:

Rates are as follows:

a. $37.60 per hour is billed for all Police Officers.

b. $42.87 per hour is billed for Sergeants.

c. $48.87 per hour is billed for all Lieutenants.

There is a four-hour minimum requirement for all officers per the union's collective bargaining agreement.

d. $25.00 per hour is charged for each police vehicle required.

e. Specific Event rates--For parades, marches, or other Special Event requiring a rolling closure (police officer(s) at the front and back of parades or marches), the following applies:

i. Less than 100 participants: two police officers (one at front and one at back of marchers) will be required plus a police car for each officer. Four hour minimum per officer applies.

ii. Greater than 100 participants: for each additional 200 participants, an addition officer and police car will be required. Four hour minimum per officer applies.

f. If all twenty (20) parade marshals required by the Regulations (See III(f)(19)) are not provided, the City shall provide police officers at a rate of $150.40 per officer per four hours for each missing marshall. Four hour minimum per officer applies.

g. No Parking signs (if needed): $.50 per sign.

h. A ten percent (10%) administration fee is added on to all totals for any secondary detail requests.

II. Department of Public Works (DPW)

a. Positions as needed to clean, set-up barricades, etc., are paid the following hourly rates:

i.	Truck drivers	$17.27
ii.	Laborers	$15.62
iii.	Sweeper Operators	$17.66
iv.	Foreman	$17.77

Overtime and benefits will be added onto total where applicable.

b. Public Works equipment:

i. Showmobile, Transtage, or Bleachers $505 per day for 1st day; $75 per day thereafter.

ii. Barricades needed for community or other small parades (40-50) shall cost: $275.05 (lesser amounts needed shall be pro-rated). This fee includes costs for the Department of Public Works to drop off barricades. Group will be required to return barricades to DPW at end of Event.

III. Emergency Medical Services (if applicable to event):

a. $25 per hour per paramedic (minimum 4 hours per union contract).
b. $150 per ambulance per day.
c. $150 per rescue truck per day.
d. $25 per day for bicycle.
e. $50 per day for a motorcycle.
f. 3% administration fee for scheduling added to all amounts.

EXHIBIT A-3: SPECIAL EVENT PERMITTING REQUIREMENTS

The following is a sample of Special Events and corresponding permit requirements. If you have a question as to where your event would fit in, please do not hesitate to contact the Mayor's Office for further assistance.

Categories	Example	Permit Required	Fee Required	Insurance and Indemnification Required
First Amendment Activity that does not constitute a Special Event (e.g. does not block a sidewalk or close down a street)	Sidewalk protest in front of the County Courthouse; Leafleting or gathering petition signatures on Grant Street.	No	No	No
First Amendment Activity on the front portico of the City-County Building.	Protest on front steps of City-County Building that does not request exclusive use or expanded City services.	No	No	No
Public Assembly/First Amendment Activity that blocks a street or sidewalk	Protest march, Annual Parade downtown	Yes	Yes; there is an application fee unless the indigency waiver applies. Additionally, a cost recovery fee may be applicable. The first $750 of City services shall be provided at no charge, and the sponsor and City will thereafter split costs unless the indigency exception applies. For parades, costs shall not exceed amounts set forth in Section 470.06(d) of the City Code.	No (unless required per Section VIII (a) of the Regulations).
Block party and Community Events	Annual neighborhood block party; Neighborhood parade	Yes	Yes; there is an application fee. Additionally, a cost recovery fee will be applicable. The first $750 of City services shall be provided at no charge, and the sponsor and City will thereafter split costs.	No (unless required under Section VIII(a) of the regulations.)
Rally	Protest at Flagstaff Hill in	Yes, if more than 25 people are using an	Yes; there is an application fee	No (unless required under Section VII(a) of

	Schenley Park	area of more than a circumscribed 100-foot radius for an event.	absent an indigency waiver. Additionally, a cost recovery fee will be applicable. The first $750 of City services shall be provided at no charge, and the sponsor and City will thereafter split costs unless the indigency exception applies.	the Regulations.)
Non-First Amendment Activity such as Athletic Events, Festivals, or multi-day large Special Events	Three Rivers Regatta, South Side Spectacular, Arts Festivals, Athletic Events	Yes.	Yes. Application Fee plus full Cost Recovery.	Generally, yes per Section VIII(a) of the Regulations.)