



CITY OF PITTSBURGH SPECIAL EVENT PERMIT APPLICATION 2014

Date/time received: _____

For office use only

Return to:

Nadine Brnilovich

Special Events Coordinating Office
107 Civic Building
200 Ross Street
Pittsburgh, PA 15219
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Phone: (412) 255-8988
Fax: (412) 255-8989

This application must be fully completed, signed and forwarded to the City of Pittsburgh Special Events Committee at least **FOURTEEN (14) BUSINESS DAYS BEFORE** your event, if your event is under 5,000 spectators/participants. All applications for events with 5,000 or more participants/spectators must be fully completed, signed and forwarded to the City of Pittsburgh Special Events Committee at least **ninety (90) DAYS BEFORE** your event. Chapter 471 of the Pittsburgh City Code and the Special Event Regulations ("the Regulations") (available online at the City's website at <http://pittsburghpa.gov/publicsafety>). An exception is that permits for First Amendment activity as defined in Chapter 471 and the Regulations shall be evaluated no later than two (2) business days from the receipt of a completed application.

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. 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.**

Prior to returning this Application to the address listed above (you may return in person or mail), please attach a check or money order made out to "Treasurer, City of Pittsburgh" in the amount of \$125.00, which is the 2012 application fee. **Additional fees may be applicable for cost recovery or other permits depending on your event. More information on fees, including the requirement to pay all fees due to City prior to your event, can be found in the attached Regulations. Alternatively, you may qualify for a waiver of fees under the indigency exception. For more information on indigency, please see Section 471.06 of the City Code, Section VII(a) of the Regulations and Section XI. Indigency Waiver Page 8 of this Application.**

I. EVENT INFORMATION

1.	Event Name _____
2.	Event Type (circle all that apply) Parade Festival Run Walk Exhibition Theater Marine/River Race Ride Dance Drama Musical Event Other: _____
3.	Event Date(s): _____ Day(s) of the week: _____ Race/Walk or Event Start Time : _____
4.	Location of Event & City Neighborhood: _____
4a.	Facilities to be used (circle): Park Street Sidewalk River Private Property
5.	Federal Tax ID#: _____ Pittsburgh Tax ID: _____
6.	Set-up Times: Begin: _____ am/pm Dismantle: _____ am/pm
7.	Estimated Crowd: _____ Number of Participants: _____

II. APPLICANT INFORMATION

8. Organization Name: _____
Applicant Name: _____
Title: _____
Address & Zip Code: _____
Email Address: _____
Phone Numbers: Home: _____ Office: _____
Cellular: _____ Fax: _____

9. Billing Name: _____
Address & Zip Code: _____

10. Event On-Site Contact Person: _____
Phone Numbers: Cellular: _____ Office: _____ Home: _____

III. LOCATION INFORMATION

11. Specific Location of Event: (Name/Address, Park or Facility) – **Attach map of site plan (required)**
This map must include a detailed description of placement of all booths, vendors, tables chairs, Etc.

12. List route to be used, and/or streets to be closed. **Attach Map (required)**
A free website to use for maps is www.usatf.org/routes

IV. EVENT HISTORY

13. Describe event to be held:

14. Recent Event History:

<u>Date</u>	<u>Name of Event</u>	<u>Facility</u>	<u>City</u>	<u>Attendance</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

V. PUBLIC SAFETY REQUIREMENTS

NOTE: The City of Pittsburgh may require certain public safety standards to be met by the event organizer.

All services for Police, EMS & Fire are at an additional cost and not included in the application fee of \$125

15. **Pittsburgh Police:** If your event is taking place on roadways – Police are required
What services are requested from the Police? Road Closures Traffic Control Security

Location(s) & Time(s) Police are requested:

15. A **Crossing Guards:**
Location(s) & Time(s) Guards are requested: _____

IF YOU ARE CLOSING OFF ANY STREETS FOR ANY REASON YOU ARE RESPONSIBLE FOR PURCHASING (\$.50 each) & POSTING NO PARKING SIGNS ON ALL EFFECTED ROADWAYS.

THESE SIGNS ARE REQUIRED TO BE POSTED **24 HOURS PRIOR TO THE ROADS BEING CLOSED**

If you are taking parking meters out of service for your event, you must contact Parking authority at 412-560-2555, and fill out the appropriate forms.

16. What are your security plans for the event? (Ex. Hiring Pittsburgh Police or Private Security Firm)

17. **Pittsburgh Emergency Medical Services:** _____ **Yes** _____ **No**
****EMS is required at all 5K Races and Cross Country events. EMS is also required for any Walks/Runs with over 5,000 participants ****
What services are being requested?

18. **Pittsburgh Fire Bureau:**
Are you having fireworks? Yes _____ No _____
If Yes, give the exact location: _____
If Yes, Please contact the Pittsburgh Bureau of Fire and fill out an "Application for a Fireworks Display" by calling (412)-255-2860 or visit the website http://pittsburghpa.gov/fire/permit_info.htm to download a permit & follow the outlined procedures.
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 10

VI. DEPARTMENT OF PUBLIC WORKS (DPW)

All services for DPW, whether or not identified/requested in this application, are at an additional cost and are not included in the application fee of \$125

19. **Department of Public Works: BARRICADES AND/OR FENCING & OTHER SERVICES**

Are you requesting to close any roadways? Yes _____ No _____

If Yes, please list location & numbers of barricades/fencing needed: (Attach barricade request sheet if needed)
– SEE ATTACHED MAP IS NOT ACCEPTABLE –YOU MUST LIST EACH LOCATION BARRICADES ARE NEEDED

Clean Up Plan: (Please list your clean up plans and if you are requesting services from DPW such as trash removal, etc.)

Recycling: Events that expect 200 or more individuals per day are required, under City Code 619, to recycle beverage containers such as glass, plastics, aluminum and steel cans (co-mingled material), 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**

Are you requesting to hang any signs or banners? Yes _____ No _____

If Yes, please contact DPW Permit Department at 412-255-2737

VII. ACCESSABILITY INFORMATION

Please check Yes, No, or N/A next to each question. If you check NO to a question but feel that you have reasonable grounds as to why you cannot provide that particular service, please explain on a separate sheet of paper and attach it to the application. Check N/A only if a question truly does not apply to your event (i.e. an event that is held only outdoors would not have an answer to a question asking about doorway widths.) Please see Regulations for further explanation of terms and for specific dimensions.

<u>Accessible Areas</u>	YES	NO	N/A
Are all sections of the event accessible, or if they are not, are there separate sections providing the same function serving people with and without disabilities?	_____	_____	_____
<u>Entrance</u>			
Is the route of travel to the entrance firm, stable, and slip resistant?	_____	_____	_____
If portions of this event are held indoors, are there accessible entrances?	_____	_____	_____
<u>Paths of Travel</u>			
Are pedestrian pathways of proper width?	_____	_____	_____
Are all curb cuts clear of obstructions?	_____	_____	_____
Are all pedestrian pathways free from barriers or if there are barriers are they detectible to white cane users?	_____	_____	_____
Are there turn around areas at all "dead ends," corners, and in front of stands?	_____	_____	_____
Is all wiring that crosses pedestrian paths properly anchored?	_____	_____	_____
<u>Parking and Transportation</u>			
Are the proper amount of handicapped parking spaces available?	_____	_____	_____
If a shuttle or other transportation is provided for participants, is this transportation accessible?	_____	_____	_____
<u>Restrooms</u>			
If permanent or portable restrooms are available to the participants, are the proper number of restrooms accessible?	_____	_____	_____
<u>Tables and Concessions</u>			
Are the proper number of tables in eating areas accessible?	_____	_____	_____
Are concession stands and/or vendors accessible?	_____	_____	_____
<u>Seating</u>			
Are there enough accessible seating spaces provided?	_____	_____	_____
Are accessible seats with companion seats dispersed throughout seating area?	_____	_____	_____
<u>Signage</u>			
Is directional signage using proper format provided?	_____	_____	_____
If an entrance is not accessible, are signs placed near it directing participants to the nearest accessible entrance?	_____	_____	_____
Are accessible restrooms marked?	_____	_____	_____
Are all signs placed in proper areas?	_____	_____	_____
<u>Publicity and Communication</u>			
Does all publicity include relevant accessibility information?	_____	_____	_____
Does all publicity include information on who to contact with questions about accessibility?	_____	_____	_____
Are assistive devices for people who are hearing impaired provided automatically or on request?	_____	_____	_____
Are sign language interpreters provided automatically or on request?	_____	_____	_____

Are printed materials provided in alternate formats on request? _____

Are microphones that are used for audience participation able to reach all seating areas? _____

Are provided phones accessible? _____

Emergencies

Have special emergency procedures been established for evacuating people with disabilities? _____

Are alarms equipped with both sound and light warnings? _____

VIII. ENTERTAINMENT

20. Sound System (circle one) Acoustic Amplified

What kind are you having: _____ How many: _____

What type of system (PA, Bull Horn etc): _____

Are you requesting to use city electricity if available: _____

Describe Entertainment: _____ List of entertainers/bands to perform at event: _____

* Sound MUST be in accordance with City of Pittsburgh Code 601.04 Noise Control

IX. MISCELLANEOUS INFORMATION

21. Restrooms: (if sanitary facilities have to be opened/closed by city staff an additional cost may be applied).

Location of Restrooms you are using:

Port-A-John: List the number you are ordering (There must be at least one handicap accessible restroom One (1) Port-A-John per 250 people is recommended)

22. Parking: Grass areas in parks **ARE NOT** parking areas and should not be considered as parking areas. Describe parking areas available & transportation modes to & from the event.

23. Electrical: Organizer should not assume electrical power is provided at the city site and should arrange for their own power needs (i.e.generators). Electric (power) needs should be discussed further with appropriate city staff.

X. VENDING/SALES - ALCOHOL

23. Any Vending/ Sales? Yes _____ No _____
If YES please list items: _____

24. Is ALCOHOL (beer/wine/liquor) being served, sold, distributed or consumed? Yes ____ No ____
If YES – Please check all that apply – Beer _____ Wine _____ Liquor _____
Attach a copy of your liquor license

Beer/Liquor/Wine – EXTENSION OF PREMISES PERMIT IS REQUIRED THROUGH THE LIQUOR CONTROL BOARD. ALL REQUESTS ,MUST BE SUBMITTED TO THE LCB 30 DAYS IN ADVANCE

XI. COMMUNICATIONS & PROMOTIONS

25. Have local neighborhood groups/businesses approved your event concept? Yes _____ No _____
If NO, you MUST notify them of your event and provide to the SEC what procedure you have taken.

Please list community contacts names & phone numbers (for verification) AND attach approval letter
Name: _____ Phone #: _____
Name: _____ Phone #: _____

26. What other agencies have you contacted? Have you received permits from these agencies for your event (if applicable)? Please circle applicable agencies and attach permit copies.
Allegheny County Commonwealth of Pa DCNR Port Authority
US Coast Guard Federal Aviation Administration US Army Corp of Engineers
Penn Dot

27. If you are requesting street closures, does this, to the best of your knowledge require, or are you requesting the deviation of Port Authority or others' transit routes? If so, list the intersections or cross streets that transit may need to begin or end detours. _____
(Note: The request does not necessarily mean the detour will automatically occur as requested).

28. Is there any other information you feel is important regarding your event?

Title:

SWORN TO and subscribed

before me this _____ day of

_____, 20__.

Notary Public

(SEAL)

XIV. INSURANCE

Pursuant to Section VIII of the Regulations, due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions:

1. All Athletic Competition Events (as defined in the Regulations).
2. 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, transtage, or transbleachers.
3. Where required, 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 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.

- a. 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. Such insurance shall be evidenced on the certificate of insurance provided to the Mayor's designee with this Application.

Is insurance required for this event? Yes: _____ No: _____

Indemnification statement:

Where insurance is required per VII.C (a) or (b) of this Application, the Applicant on behalf of any himself/herself and/or other persons, organizations, firms or corporations on whose behalf the application is made, when 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.

Is this indemnification statement required for your event? Yes:_____ No:_____

XV. 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 City's 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 the City of Pittsburgh that are incurred by the City or on behalf of the event.

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

SIGNATURE OF APPLICANT

DATE

(PRINT NAME: _____)

*** This Application MUST be signed prior to submission or it will not be considered completed and will be returned.**

XVI. Indemnification statement
Please turn in with application if applicable.

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 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.

Applicant as authorized representative/agent
for the sponsor/organization of the
Event.

Date:

DOWNTOWN APPROVED ROUTES

ROUTE #1: Start on Liberty Avenue at 11th Street continue straight down Liberty Avenue to Grant Street Turn Right onto Boulevard of the Allies continue down Boulevard of the Allies Ending at Stanwix Street.

ROUTE #2: Start on Liberty Avenue at 11th Street continues straight down Liberty Avenue to Grant Street Turn Right onto Fifth Avenue Left onto Wood Street Right onto Boulevard of the Allies Continue down Boulevard of the Allies Ending at Stanwix Street.

NORTH SHORE APPROVED ROUTES

ROUTE # 1 Starts on North Shore Drive at Tony Dorsett Drive
Left onto Mazerowski Way
Right onto General Robinson
Continue onto River Road
Turn onto Trails at Heinz Street
Returning to Great Lawn via trails

ROUTE # 2 Starts on Art Rooney
Left onto North Shore Drive
Left onto Tony Dorsett Drive
Left onto Reedsdale Street
Left onto Allegheny Avenue
Continue onto North Shore Drive
Left onto Art Rooney Avenue
*****Walk Route*****

ROUTE # 3 Starts on Federal Street at Isabella Street
Right onto General Robinson
Continue onto River Road
Turn Right onto Trails at Heinz Street
Return on Trails
Ending at Great Lawn
*****5K*****

All other walks are suggested to take place on the trails