

NORTH SHORE RIVERFRONT PARK
SPECIAL EVENTS APPLICATION

Please answer the following questions fully, in as much detail as possible.

Please note: This application is not a substitute for the City of Pittsburgh Special Events Permit Application. Both must be completed for all North Shore Park events.

1. What is the name of the event?
2. What is the name of the entity organizing the event? Is it a not-for profit?
3. Please provide the following information for the point of contact:
 - a. Name:
 - b. Office telephone:
 - c. Mobile phone:
 - d. Fax:
 - e. Email address:
4. Names and daytime phone numbers of two organization officers besides applicant (if applicable)
5. Please list the dates on which the event will occur. Also list separately set-up and takedown requirements.
6. What areas of the park and/or parking lots are you requesting to use? Please be specific.
7. Will you require parking for this event? How many spaces, approximately, will you need?
8. Will participants or spectators be charged? YES NO If so, how much?

 Will there be vendors at the event? YES NO If so, how many?

 Will there be merchandise available for sale? YES NO If so, provide items/prices.
9. Have you checked the game schedules of the Pirates, Steelers and Pitt Panthers for conflicts? If so, please list dates/times of overlap. *Please note: Operations at PNC Park and Heinz Field must approve all events affecting North Shore Riverfront Park.*
10. Will this event have sponsors? If so, please list them.

11. Describe in detail activities planned. List all items to be distributed. (Sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, etc.)

12. Will the event be advertised? YES NO
If so, describe advertising plan including dates and media outlets.

13. Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? (Please not that no bumper stickers or decals are permitted)

(For signs and banners, please refer to zone code)

14. Do you plan to drive vehicles onto Parkland? YES NO

15. Will you need water or electrical connections?
(Please describe) YES NO

16. Have you any provision for on-site medical services? YES NO

17. Have you made any provision for on-site security? YES NO

18. Do you have insurance? If so with whom? (Also note that the following entities need to be listed as additional insureds prior to receiving a license agreement with the SEA:

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

(Please use the following address for each entity: 425 Sixth Ave, Suite 2750, Pittsburgh, PA 15219)

19. Do you plan to have amplified sound at your event? YES NO
(Please note the city's codes pertaining to this.)

Please email or fax this application to Kim Amey, Development Coordinator at the Sports & Exhibition Authority at kamey@pgh-sea.com or (412) 393-7104. Please call if you have any questions at (412) 393-7115. Once the application is received, the terms of the license agreement, including security deposit, license fee and insurance will be discussed.