

**NORTH SHORE SPECIAL EVENTS APPLICATION  
SPORTS & EXHIBITION AUTHORITY / STADIUM AUTHORITY  
2020**

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*Please note: This application is not a substitute for the City of Pittsburgh Special Events Permit Application. Both must be completed where applicable (e.g. events that use both the North Shore Riverfront Park and City streets or other City property). Details about the City's Special Events Permitting procedure and online application can be found here: <http://pittsburghpa.gov/events/permitting/eventapp.html> (click Launch EventApp button). For more information, please contact the City's Office of Special Events at 412-255-2641 or [specialevents@pittsburghpa.gov](mailto:specialevents@pittsburghpa.gov).*

**All events at North Shore Riverfront Park require a non-refundable license fee, a refundable security deposit and insurance coverage. Dates will not be reserved until SEA receives from applicant a signed license agreement, license fee and security deposit, and required certificate of insurance. Special Event Application should be submitted as soon as possible (but not sooner than 180 days in advance) and license agreement and payments with insurance must be completed 30 days in advance of event.**

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

1. What is the name of the event? \_\_\_\_\_
2. Have you used North Shore Riverfront Park for an event in past years? If yes, what was the name of the event and on what date was the event held? \_\_\_\_\_
3. What is the legal name of the entity organizing the event? \_\_\_\_\_
4. Please provide the following information for the primary point of contact:
  - i. Name: \_\_\_\_\_
  - ii. Address: \_\_\_\_\_
  - iii. Office telephone: \_\_\_\_\_
  - iv. Mobile phone: \_\_\_\_\_
  - v. Email address: \_\_\_\_\_
  - vi. Event website: \_\_\_\_\_

If event is approved, a refundable security deposit will be fully refunded within 45 days if site is returned to its original state by the close of the License Period. The address where this refundable security deposit will be remitted is as follows.

Address for remittance: \_\_\_\_\_  
Address City State Zip

Attention: \_\_\_\_\_

**Note: If for any reason the Licensee changes this address and fails to notify the Licensor, any fees related with stopping payment and/or issuing a new check(s) will be the responsibility of the Licensee and will be deducted from the final remittance check.**

5. Names and daytime phone numbers of two organization contacts besides applicant:
  - i. \_\_\_\_\_

ii. \_\_\_\_\_

6. Please list the dates and times during which the event itself will occur (Specifically identifying set-up and takedown periods).

- Setup dates & times: \_\_\_\_\_
- Event start (this includes registration/pre-event activities): \_\_\_\_\_
- Event complete: \_\_\_\_\_
- 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). \_\_\_\_\_

- |                                                     |                                             |                                              |                                                  |
|-----------------------------------------------------|---------------------------------------------|----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> RM Fischer<br>Amphitheater | <input type="checkbox"/> Steelers Quay      | <input type="checkbox"/> Fred Rogers Tribute | <input type="checkbox"/> NSFRP West<br>Riverwalk |
| <input type="checkbox"/> NSRFP Great Lawn           | <input type="checkbox"/> Market Street Pier | <input type="checkbox"/> Water Steps Lawn    | <input type="checkbox"/> NSRFP East<br>Riverwalk |

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. *If using Gold Lot 4 next to Hyatt Place Hotel, please contact Senior Sales Manager at (412) 321-2000 or [PittsburghSales@ih-corp.com](mailto:PittsburghSales@ih-corp.com) with respect to your event plans.*

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

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](mailto:stadiumparking@alcoparking.com).*

YES ☐ (Approx. # of spaces \_\_\_\_ ) NO ☐

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.*

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

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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 – Exhibit C)

*(Note: Water connection requires use of water key from the SEA upon approval. Event organizers must make arrangements to meet with SEA [Maggie Pike at 412-393-0200] to pick up key at 171 10<sup>th</sup> Street, 2<sup>nd</sup> Floor, Pittsburgh, PA 15222, at front desk. Event organizer must return water key to SEA immediately after event is complete. Failure to return water key will result in \$50 deducted from final remittance check).*

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 permitted location(s) on attached map – Exhibit C. Select Location 1, Location 2 or Location 3. The SEA must approve the proposed location(s) and your portable toilet rental contractor must contact SEA [Bill Williams at [bwilliams@pgh-sea.com](mailto:bwilliams@pgh-sea.com)] prior to delivery to confirm the approved location. Placement of port-a-potty at a non-approved location will result in forfeiture of the entire security deposit. Please notify SEA of pick-up date and time for port-a-potties. Port-a-potties must be removed one day prior to any Heinz Field or PNC Park event.)*

17. Will you need to close any roads? If so, attach route and site maps showing the time duration of each closure.

YES ☐

NO ☐

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(412-255-2641) is responsible for coordinating road closures, on-site medical services, and on-site security. Please contact their office for more details.***

20. Please indicate trash removal plans. Event organizer, or third party hired by event organizer, is responsible for trash removal immediately following event. Trash left on-site after the end of the license period will result in a deduction from security deposit.

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21. Do you plan to use the anchor system on the Great Lawn to secure tents for your event? If so, please indicate whether or not you will need a map of the anchor system.

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22. If requested by the SEA, are you able to make a brief presentation on your event to the North Shore Special Events Stakeholders Committee?

YES ☐

NO ☐

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

23. Application Process: Please e-mail application to Maggie Pike, Project Assistant at the Sports & Exhibition Authority at [mpike@pgh-sea.com](mailto:mpike@pgh-sea.com) . Please call if you have any questions at (412) 393-0200. The SEA cannot accept the Application more than 180 days prior to the date of event.

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 for security deposit and payment for license fee. Project Assistant will send Applicant the form of license agreement, which is to include the details applicable to Applicant's event. All fees must be paid and documents signed 30 days prior to the Event date.

Please see the attached page for our rate structure.

Applicant agrees to comply with and to provide a copy to all Event participants of the NSRFP Rules and Regulations.

An executed License Agreement reserves your event at the NSRFP. License Agreement will not be executed until License Fee and Security Deposit are received. If you cancel your event for any reason, there is no refund of license fee, but security deposit will be returned.

**Violation of any part of NSRFP Rules & Regulations by Licensee or Event participants shall constitute forfeiture of security deposit. Damage to NSRFP in excess of security deposit shall be the responsibility of Licensee.**

Exhibits            Exhibit A Map of Park  
                         Exhibit B Map of Parking Lots (if applicable)  
                         Exhibit C Map of Park Utilities (electric, water and portable toilets)

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

### **Contact Information**

Maggie Pike  
Project Assistant  
Sports & Exhibition Authority  
Phone: 412-393-7106  
[mpike@pgh-sea.com](mailto:mpike@pgh-sea.com)

Bill Williams  
Facilities Director  
Sports & Exhibition Authority  
Phone: 412-325-3003  
[bwilliams@pgh-sea.com](mailto:bwilliams@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 all Attachments, 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 participant and to Licensee's subcontractors and shall cause them to abide by these Rules and Regulations.

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

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

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

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

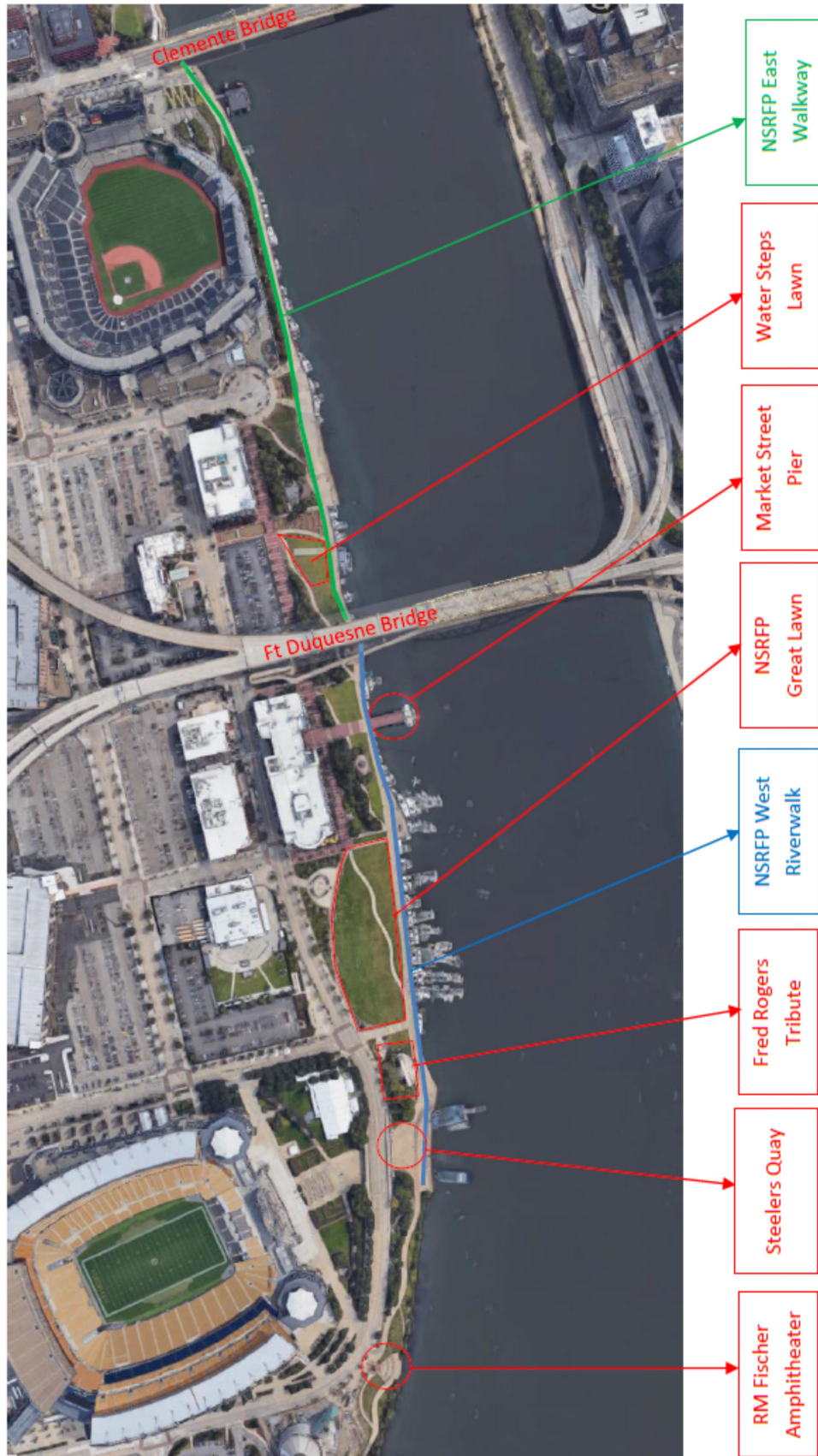
Mobile / Phone: \_\_\_\_\_

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

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

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

Exhibit A: North Shore Riverfront Park (NSRFP) Location Selection Map



Circle Desired Locations Above



Exhibit B

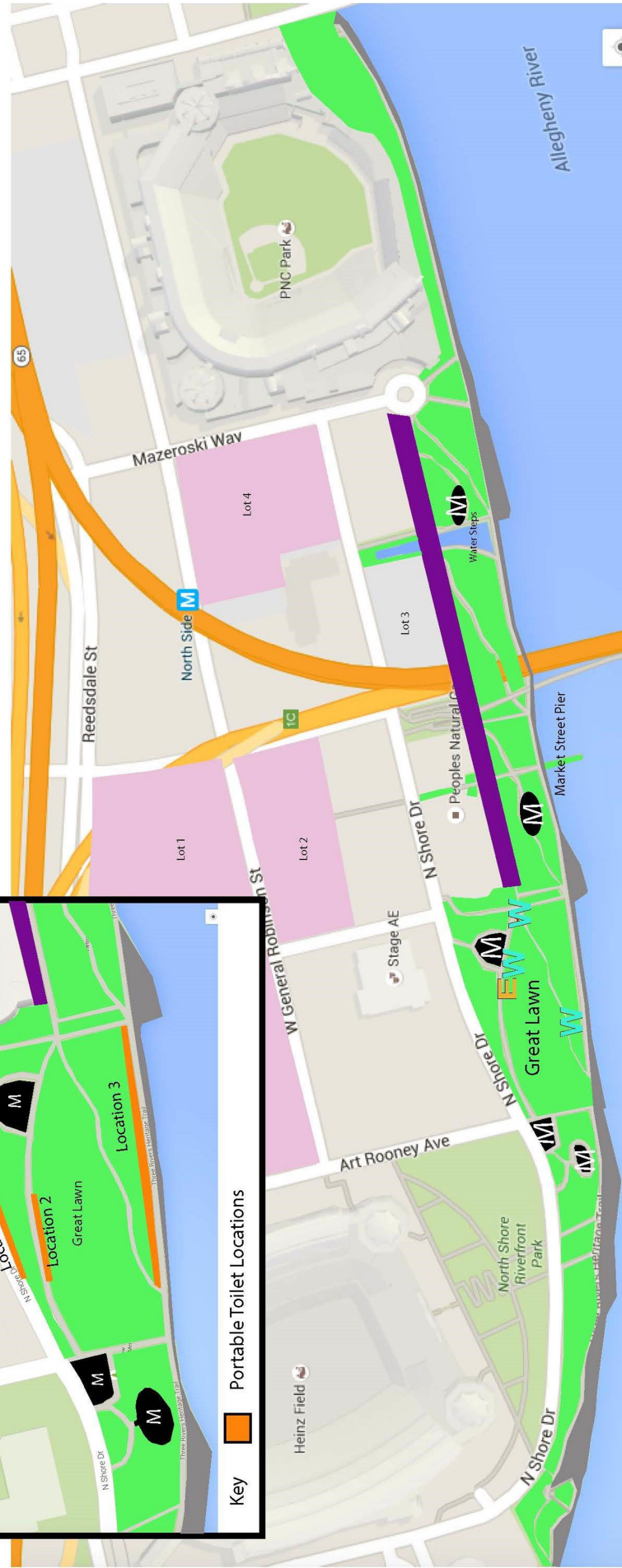
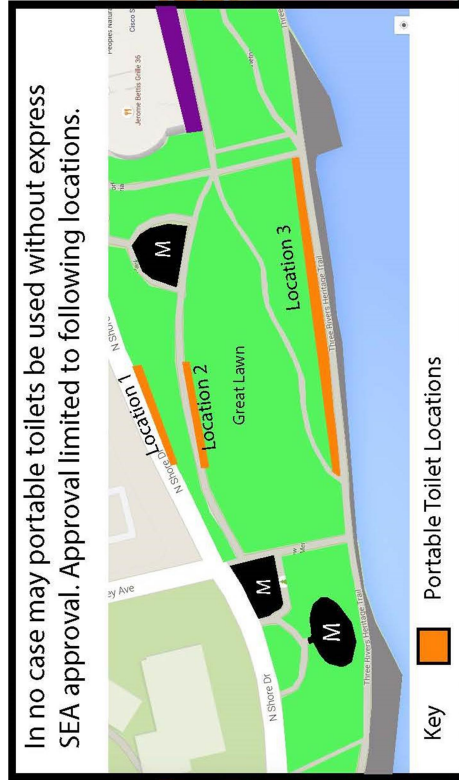
Depiction of event set up at Parking Lot \_\_\_\_\_ [identify the parking lot here]



\* - May not be available starting in mid 2020



## Exhibit C: North Shore Riverfront Park and Event Area



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

Key	
	North Shore Riverfront Park
	Riverwalk
	Esplanade
	Surface Parking
	Memorials
	Licensed Event Area
	Electrical Hook-Up
	Water Hook-Up

## North Shore Riverfront Park Rate Structure

### **License Fee<sup>1</sup>**

- North Shore Riverfront Park is available for rent at a **cost of \$100/hr. with a minimum of \$300 per day, per event.** Wedding ceremonies/receptions are a flat rate of \$1,000 for the day of event plus additional setup fee, as necessary. No exceptions.
  - Additional charges apply for setup and breakdown. A total of \$100 is charged for set-up and breakdown on the day of the event. If the set-up and breakdown are not both performed on the event day, see chart below for fees:

<b>Set-up/Breakdown Fees</b>				
When BOTH are NOT Performed on Same Day of Event				
	Set-up		Breakdown	
	Day Before Event	Day of Event	Day of Event	Day After Event
Mon-Fri	\$300	\$100	\$100	\$300
Sat-Sun, Holiday	\$500	\$100	\$100	\$500

### **Security Deposit**

- The security deposit is dependent on the event's projected attendance as follows:

0-500 people	= \$500 deposit + additional \$500 for Great Lawn use,
501-1000 people	= \$1000 deposit + additional \$500 for Great Lawn use,
1000+ people	= \$1,500 deposit + additional \$500 for Great Lawn use.

**Example 1:** A Friday three-hour event on the Great Lawn for 500 people that sets up and breaks down on the same day will require a \$400 license fee and \$1,000 security deposit.

**Example 2:** A Saturday four-hour event, not on the Great Lawn, for 750 people that sets up the day before the event and breaks down the day of the event will require an \$800 license fee and \$1,000 refundable security deposit.

**Example 3:** A Sunday eight-hour event on the Great Lawn for 400 people that sets up the day of the event and breaks down the following day of the event, which is a holiday, will require an \$1,400 license fee and \$500 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.

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<sup>1</sup> This cost covers the area of the park selected in Appendix A within the area from the **Clemente Bridge** to the **RM Fischer Amphitheater**.

# **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 of NSRFP, as well as event planners and participants in special events.

- General Use:
  - Park is open to public every day 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.
  - Open carry of firearms or other weapons is prohibited. Discharge or brandishing of any firearm or weapon is prohibited.
  - No alcohol is permitted.
  - No smoking 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 patrons.
  - 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.
  - Slip 'n Slides are not permitted.
  - No stakes or other subsurface penetrations are permitted.
  - No utilization of NSRFP utilities is permitted without written authorization. (Permission by Sports & Exhibition Authority ("SEA") for a particular utility hook up may be provided in connection with a special event.)
  - No portable restrooms are permitted. (Permission by SEA for use of portable restrooms may be provided or required for special events by explicit written agreement with detail regarding location of portable restrooms.)
  - Any gathering or event of 25 people or more is permitted only pursuant to an application for special event license followed by executed license agreement with the SEA. (Go to "PARKS/Special Events" on SEA website [www.sea-pgh.com](http://www.sea-pgh.com))

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

## **North Shore Riverfront Park**

### **Rules & Regulations**

- 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/mooring permitted only at cleats installed by SEA at Riverwalk. Boats, rafts, tents or other items cannot be anchored to the Riverwalk. No tying-off to railings or light posts permitted.
  - Commercial watercraft (including water vessels designed for commercial use) are permitted to dock/moor or load and unload passengers only pursuant to a valid license agreement with the SEA.
  - All docked/moored boats must be removed prior to flood events.
  - There shall be no throwing, discharging or depositing of any refuse matter of any kind (including trash, garbage, oil and other liquid pollutants) --by persons or by boats -- into the river.
  - No boats shall tie off using a chain with a lock.
  - Boaters 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.
- Riverwalk special conditions:
  - Emergency access must be unobstructed at all times.
  - Even when a licensee is permitted to use Riverwalk for a special event, an access lane near river must be left available for use of pedestrians and bicyclists.
- Parking
  - Parking shall be responsibility of Park patrons and special event participants. 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 licensed commercial users of Park
  - Park patrons and boaters must not block or interfere with commercial licensed users of Park and river's edge (Just Ducky Tours, Gateway Clipper Fleet, Venture Outdoors, Rivers of Steel Explorer Riverboat, USS Requin and Pittsburgh Cruise Lines), nor block or interfere with access ramp at Steelers Quay or Pirates Quay.

**SEA reserves the right to change these**  
**Rules & Regulations**



# 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 (if yes, please list lot(s) and indicate whether usage is for setup or parking only) \_\_\_\_\_

**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 at least 30 days prior to the Event:**

- ☐ **Signed License Agreement;** the License Agreement is prepared by SEA and sent to Applicant for signature following evaluation of information received in Event Application
- ☐ **Security deposit & License fee (due with signed License Agreement)**
- ☐ **Insurance certificates**-additional insured are: SEA, Stadium Authority, City of Pittsburgh, Allegheny County, Commonwealth of PA, PSSI Stadium, LLC, Pittsburgh Associates and ALCO Parking

## **NORTH SHORE APPROVED ROUTES**

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

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

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

All other walks are suggested to take place on the trails. The Riverwalk trail is part of SEA property (from Clemente Bridge to Carnegie Science Center Connection) and must also be approved by SEA for use for events.

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