2026 NORTH SHORE SPECIAL EVENTS APPLICATION
SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY/ STADIUM AUTHORITY OF THE CITY OF PITTSBURGH

Special Event Application should be submitted as soon as possible, but not sooner than 180 days in advance.

The North Shore Special Events Committee, comprised of the area's stakeholders, must review all event applications for the North Shore area and give their approval before license agreements are issued pursuant to this application. Dates will not be reserved until the event is approved by the North Shore Special Events Committee and the Sports & Exhibition Authority of Pittsburgh and Allegheny County ("SEA") and all required information is received.

All events at North Shore Riverfront Park require a license agreement, non-refundable license fee, refundable security deposit, and insurance coverage. Required documents must be submitted at least ten days in advance of the event. Required information received within ten days of the event will not be accepted.

This application is not a substitute for the City of Pittsburgh Special Events Permit Application. Both must be completed for events that utilize both the North Shore Riverfront Park and City streets or other City property or City services (public works, onsite security, waste removal, on-site medical, barricades and fencing, hanging banners and signage, etc.). Details about the City's Special Events Permitting procedure and online application can be found at: https://pittsburghpa.gov/publicsafety/ofem (click Launch EventApp button). For more information, please contact the City's Office of Film & Event Management at 412-255-2641 or ofem@pittsburghpa.gov.

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

1. What is the legal name of the entity organizing the event? _____

2. What is the official name of the event? _____

3. What is the mission and/ or purpose of the event? _____
   _____
   _____

4. Please provide the following information for the primary point of contact:
   Name: _____
   Address: _____
   Office telephone: _____
   Mobile telephone: _____
   Email address: _____
   Event website: _____
   Alternative contact #1 (name/ phone number): _____
   Alternative contact #2 (name/ phone number): _____

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. A current W9 form for security deposits over $600.00 is required for remittance of payment. *If for any reason the Licensee changes this address and fails to notify the Licensor, any fees related to 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.*

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. Have you used North Shore Riverfront Park for an event in past years?

   Yes ☐ Name of event(s): _____

   Date of event(s): _____

   No ☐

6. Please list the dates and times during which the event itself will occur, specifically identifying setup and takedown periods.

   Event date: _____

   Set-up start time: _____

   Event start (this includes registration/pre-event activities) time: _____

   Event end time: _____

   Tear-down end time: _____

7. Have you checked the game schedules of the Pirates, Steelers and Pitt Panthers for conflicts? *Events scheduled any month except February and March are tentative pending the MLB and NFL schedules and concerts/large stadium events.*

   Yes ☐

   No ☐

   ☐ Applicant acknowledges that this event cannot safely be undertaken if the Property is being otherwise used for travel to and from events at either Acrisure Stadium or PNC Park. The SEA will only issue a license agreement once approved and under the condition that if a stadium event should be scheduled after the date of application and/ or license agreement executed that applicant may need to reschedule their event.

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

   Total number of people: _____

   Number of participants: _____

   Number of spectators: _____

9. What areas of the park are you requesting to use for the event? *See Exhibit A: North Shore Riverfront Park (NSRFP) Location Selection Map.*

☐ RM Fischer Amphitheater ☐ Steelers Quay ☐ Fred Rogers Tribute ☐ West Riverwalk
☐ NSRFP Great Lawn ☐ Market Street Pier ☐ Water Steps Lawn ☐ East Riverwalk

10. Provide, via email, a proposed map of you event layout labelling all items (tables, tents, portable toilets, etc.) and planned activities. *Final event layouts are required to be submitted to the SEA for approval at least seven days in advance of your event.*

☐ Map submitted with application

11. If your event is a race or walk, what approved North Shore Route will your event utilize? *See Attachment: North Shore Approved Routes for available options. Non-approved routes will be reviewed by the North Shore Special Events Committee and/ or City of Pittsburgh Office of Film and Event Management.*

☐ Not a race or walk
☐ Route #1 ☐ Route #2 ☐ Route #3 ☐ Riverwalk Trails
☐ Other, pending approval, please specify: _____
_____

12. Do you expect to use any parking lot or portion thereof for your event (tents, table, etc.)? If so, please describe. *See Exhibit C: Map of Parking Lots.*

Yes ☐ Describe: _____
☐ Lot 1 ☐ Lot 2 ☐ Lot 5
No ☐

13. Please provide in detail all planned activities for your event. List all items to be distributed and sale or distribution of food, products, promotional material, ceremonies, etc. *See Attachment: Rules & Regulations for additional information.*

_____
_____
_____
_____

14. 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.*

_____
_____
_____
_____

15. Will you require parking for this event? *Please coordinate parking and/or parking lot use arrangements with ALCO Parking Corporation Parking Manager, (412) 246-0120 or stadiumparking@alcoparking.com.*

☐ Organization will coordinate parking for all attendees and will need_____ spaces
☐ Organization will coordinate parking for some attendees and will need _____ spaces
☐ Individuals are responsible for their own parking arrangements and payment
☐ Other, please describe: _____

16. Will participants or spectators be charged for their attendance?

Yes ☐

No ☐

17. Will there be vendors at the event? *Vendors are required to provide SEA with certificate of insurance.*

Yes ☐ Names/City Vendor License Numbers: _____

No ☐

18. Do you plan to drive vehicles onto North Shore Riverfront Park property as part of your set up or event? *Automobile liability insurance is required by organization and all vendors utilizing North Shore Riverfront Park property. See Attachment: Insurance Requirements.*

Yes ☐ Location: _____

Vehicle Owner/ Operator: _____

No ☐

19. Will your event require the use of a marine vessel? *Marine liability insurance is required by organizations utilizing marine vessels in conjunction with their North Shore Riverfront Park event. See Attachment: Insurance Requirements.*

Yes ☐ Number of vessels: _____

Vessel Size: _____

Requested location: _____

No ☐

20. Will your event need water connections? *See Exhibit B: North Shore Riverfront Park and Event Area for water hook-up locations on Great Lawn. Water connection requires use of water key from the SEA upon approval. Event organizers must make arrangements to meet with SEA to pick up key at 171 10th Street, 2nd Floor, Pittsburgh, PA 15222. 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. The SEA reserves the right to charge for excessive water usage. NOTE: Water is off during the winter months (November through March) to prevent freezing.*

Yes ☐ Purpose of connection: _____

No ☐

21. Will your event require portable toilets? *See Exhibit B: North Shore Riverfront Park and Event Area for approved portable toilet locations. Portable toilets are <u>not permitted</u> to be near memorials or directly on Riverwalk or sidewalks. The SEA must approve the proposed location(s) and your portable toilet rental contractor must contact SEA prior to delivery to confirm the approved location. Placement of portable toilets at a non-approved location will result in forfeiture of the entire security deposit. Please notify SEA of drop-off and pick-up dates and times for portable toilets. Portable toilets must be removed one day prior to any Acrisure Stadium or PNC Park event.*

Yes ☐ Number of facilities: _____

Vendor: _____

☐ Location 1 ☐ Location 2 ☐ Location 3

No ☐

22. Will your event need electrical connections? *See Exhibit B: North Shore Riverfront Park and Event Area for electrical hook-up locations. The SEA reserves the right to charge for excessive water usage.*

    Yes ☐ Purpose of connection: _____

    No ☐

23. Will your event need to close any roads? If so, attach route and site maps showing the time duration of each closure. *The City's Office of Film and Event Management (412-255-2641) is responsible for road closures and requires their advanced approval. Please contact that office for details and permission.*

    Yes ☐ Route and site maps submitted with application

    No ☐

24. Per City Requirement, have you made any provision for on-site medical services? *The City's Office of Film and Event Management (412-255-2641) is responsible for coordinating on-site medical services. Please contact their office for more details.*

    Yes ☐

    No ☐

25. Per City Requirement, have you made any provision for on-site security? *The City's Office of Film and Event Management (412-255-2641) is responsible for coordinating on-site security. Please contact their office for more details.*

    Yes ☐

    No ☐

26. Will your event serve alcohol? *Note: Additional requirements will be addressed if alcohol is being served.*

    Yes ☐

    No ☐

27. Will your event include Fireworks? *Note: Additional requirements will be addressed if fireworks are used on property.*

    Yes ☐

    No ☐

28. Describe 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 forfeiture of security deposit.

    _____

    _____

29. 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. *If not utilizing the anchor system, tents are to be secured with water barrels and/ or sandbags. No stakes are permitted in grassy areas due to the placement of underground irrigation and water systems.*

    Yes ☐

    No ☐

    Map needed ☐

30. 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 ☐

Application Process:

Please e-mail completed application to Theresa King, Program Coordinator at the Sports & Exhibition Authority at tking@pgh-sea.com. Please call if you have any questions at (412) 325-3009.

Once the application is received, the SEA will check availability and confirm with applicant if dates/ locations are available. If application is approved by SEA, Program Coordinator will send a License Agreement outlining the details applicable to Applicant's event and an invoice for license fees and security deposit. All documents and payments must returned within 30 days of receipt.

All events at North Shore Riverfront Park require a license agreement, non-refundable license fee, refundable security deposit, and insurance coverage. Required documents must be submitted at least ten days in advance of the event. Required information received within ten days of the event will not be accepted.

If you cancel your event for any reason, there is no refund of license fee, but security deposit will be returned.

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

Exhibits	Exhibit A Map of Park
	Exhibit B Map of Park Utilities (electric, water and portable toilets)
	Exhibit C Map of Parking Lots (if applicable)
Attachments:	Insurance Requirements
	Rate Structure
	Rules and Regulations
	Approved Routes

Contact Information

Theresa King
Program Coordinator
Sports & Exhibition Authority
Phone: 412-325-3009
tking@pgh-sea.com

Hillary Frisbie
Facilities Director
Sports & Exhibition Authority
Phone: 412-325-3003
hfrisbie@pgh-sea.com

Licensee Acknowledgement

☐ The undersigned agrees that they received and acknowledge the content of this document and all attachments and shall abide by the 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. 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.

Event: _____

Contact Name: _____

Title: _____

Organization: _____

Mobile / Phone: _____

E-mail: _____

Signature: _____

Date: _____

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

Requested location of your event:

☐ RM Fischer Amphitheater	☐ Steelers Quay	☐ Fred Rogers Tribute	☐ West Riverwalk
☐ NSRFP Great Lawn	☐ Market Street Pier	☐ Water Steps Lawn	☐ East Riverwalk

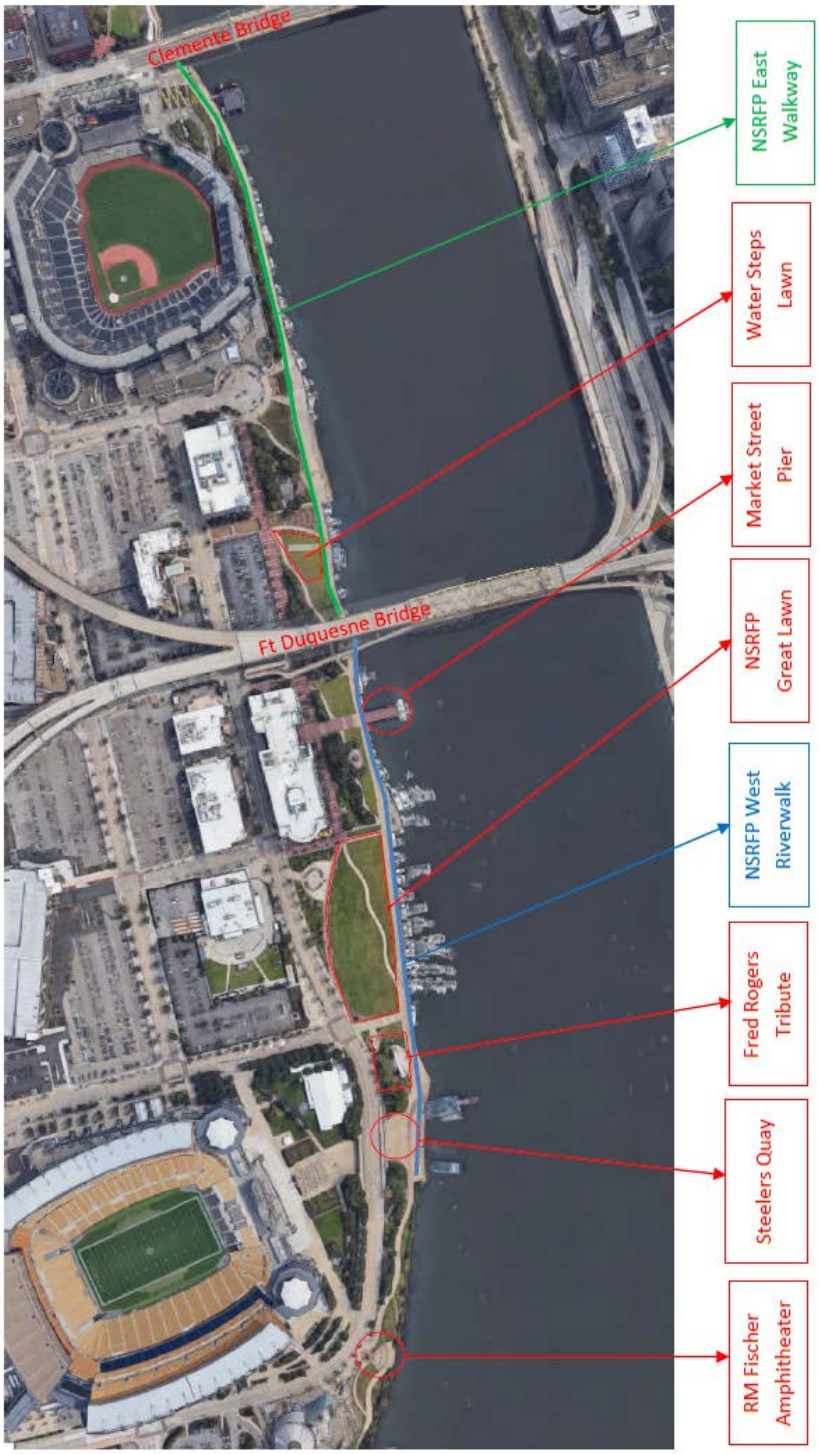

Exhibit B: North Shore Riverfront Park and Event Area

Water connections: Yes ☐ No ☐

Electrical connections: Yes ☐ No ☐

Portable toilets: Yes ☐ Location: _____ No ☐

Exhibit C: Map of Parking Lots

Event setup location: _____ Parking location: _____

Attachment: Insurance Requirements

Type	Amounts	When required
General Liability	$1 million per occurrence; $2 million aggregate	All License Agreements
Umbrella Liability	$2 million	All License Agreements
Workers Compensation and Employers Liability	$1 million	All License Agreements
Automobile Liability	$1 million	All License Agreements
Liquor Liability	$1 million	License Agreements that include an Alcohol Policy. Insurance is provided by Licensee and/ or caterer who purchases and serves alcohol.
Marine (P&I) Liability	$1 million per occurrence	License Agreements that include marine vessels
Excess of Marine P&I, General Liability and Automotive	$1 million per occurrence	License Agreements that include marine vessels
Personal Liability/ Special Event Endorsement	$1 million	License agreements issued for personal use and not by a corporate or non-profit organization (i.e. wedding, birthday party, etc.)
General Liability - Fireworks	$10 million	License Agreements that include fireworks. Insurance is provided by Licensee and/ or fireworks company who purchases and ignites fireworks.

The following entities are <u>required</u> as additional insured on all submitted policies:

- 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
- Pittsburgh Associates
- ALCO Parking Corporation

Attachment: North Shore Riverfront Park Rate Structure

License Fee

- License fee covers the area of the park selected in application and Exhibit A only. If multiple locations are requested, additional license fees may apply.
- North Shore Riverfront Park is available for rent at the cost noted below with a minimum of four (4) hours per day, per event.
    - Monday – Thursday - $150 per hour
    - Friday – Sunday, Holidays - $200 per hour
- Wedding ceremonies/receptions are a at flat rate of $1,000 for a full day rental on the event day. Additional setup/ teardown fees apply, as necessary.
- Additional charges apply for setup and teardown. A $100 fee applies for setup and teardown on the day of the event. Setup is limited to two hours before event start. Teardown is limited to two hours after the event conclusion. If the setup and breakdown are not both performed on the event day, see chart below for fees:

Day Before Event Set-Up		Day After Event Tear-Down	
Monday – Thursday	Friday – Sunday, Holidays	Monday – Thursday	Friday – Sunday, Holidays
$500	$1,000	$500	$1,000

- A 15% discount on License Fees will be applied to non-profit organizations with proof of 501c3 status. Discount does not apply to setup and tear-down fees.
- An additional fee of $1,000 per event day is required where permission to include alcohol is granted.
- An additional fee of $1,000 per event day is required where permission to include the use of fireworks.

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.
- 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.

Example 1: A Tuesday three-hour event on the Great Lawn for 500 people that sets up and breaks down on the same day will require a $700 license fee ($600 rental + $100 setup/ teardown 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 $1800 license fee ($800 rental fee + $1,000 setup 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 $2,600 license fee ($1,600 rental fee + $1,000 set-up/ teardown fee) and $1,000 refundable security deposit.

Example 4: A Friday five-hour event, not on the Great Lawn, for 200 people that sets up the day before the event and breaks down the following day of the event, hosted by a non-profit organization, will require a $1,350 license fee ($1,000 rental fee – 15% discount + $1,500 setup/ teardown fee) and a $500 refundable security deposit.

Attachment: 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.
  - Drone usage permitted pursuant 14 CFR section 99.7 of the Federal Aviation Administration
  - 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. (http://www.pgh-sea.com/index.php?path=park-events)
- 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.
- Docking/mooring is limited to 48-hours
- 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. SEA defines access lane as half of width of Riverwalk in licensed section.
- 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.
- 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 (Gateway Clipper Fleet, Venture Outdoors, Rivers of Steel Explorer Riverboat, USS Requin, American Cruise Lines, American Queen Steamboat Company, and Point of Pittsburgh sailing League), nor block or interfere with access ramp at Steelers Quay or Pirates Quay.

SEA reserves the right to change these Rules & Regulations

Attachment: 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.

The City's Office of Film and Event Management is responsible for coordinating road closures and approved routes. Please contact their office at 412-255-2641 or ofem@pittsburghpa.gov for additional details.