



Event Rental Application

About South Shore Riverfront Park

South Shore Riverfront Park (SSRFP) is located at the South Side Works in Pittsburgh's South Side neighborhood serving as an important connection for the Great Allegheny Passage and Three Rivers Heritage Trail. The park includes riverfront trails, a piazza, concert stage, overlook, river landing and boat dock.

Formerly the Jones & Laughlin steel mill barge dock, the 34-acre park has been transformed, embracing Pittsburgh's riverfront property with access to newly renovated trails along the Monongahela River. Switchback terraces connect upper and lower plazas to create an exciting outdoor public space for recreation, relaxation and special events.

During special events at the South Shore Riverfront Park, guests enjoy dramatic riverfront views in a spectacular amphitheater, unlike any other outdoor venue in Pittsburgh. Located within the South Side Works vibrant entertainment complex, this newly renovated park can be transformed for an array of special events, fundraisers, weddings, festivals and more.

The Urban Redevelopment Authority (URA), The Soffer Organization and Riverlife work cooperatively with the City of Pittsburgh in its management of special events on South Shore Riverfront Park. As a significant natural public asset and a regional symbol, additional guidelines have been adopted to protect the park's archeological, historic and natural resources and preserve them so that it will be an amenity that the community at large can enjoy for years to come.

Please review the below guidelines and park rules. They will be incorporated into your event planning and reflected in your permitting with the URA and your Special Event Permit Application to the City of Pittsburgh.

EVENT RENTAL INFORMATION

Event dates will be awarded on a first-come, first served basis, depending on availability with preference given to events that align with the URA and Riverlife's missions. It is recommended to contact Park Officials four (4) to eight (8) months prior to the event date.

Park Officials shall have sole discretion in awarding special event dates. Dates will be awarded after all of the following requirements are met:

- Fully executed Special Activity Agreement or Letter of Authorization from the Urban Redevelopment Authority
- Submission of required permits
- Submission of required insurance policies

A minimum of four (4) weeks is required between large events including set up and tear down. This will allow time for park resources to recover and any repairs or maintenance to be completed.

This written agreement with the Urban Redevelopment Authority is not limited to, but will contain the following:

Terms of Agreement

- Liability Insurance Requirements
- Permit Details
- Park Rules and Requirements
- Payment and Deposit Requirements

PARK INFORMATION



Address

South Shore Riverfront Park
South Water Street
Pittsburgh, PA 15203
(25th and 29th Streets along the Monongahela River)

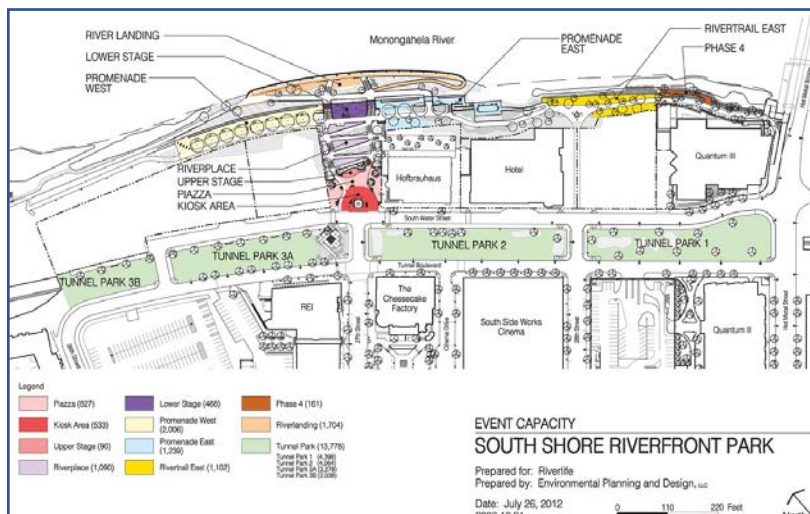
SSW Parcel B3b, 29-E-9

Layout

South Shore Riverfront Park is comprised of five (5) distinct areas:

- The Piazza
- Event Stage
- River Trails
- Riverplace
- Riverlanding

Capacity: 7,957



Promotional Information

Website: southshorepgh.com

Facebook: www.facebook.com/SouthShorePgh

Twitter: @SouthShorePgh

Logo: Please contact Park Officials to receive the official South Shore Riverfront Park logo for use in any promotional capacity or advertising initiatives.

RULES AND REQUIREMENTS

Event Categories

Special events occurring in SSRFP will be assigned to one of the following categories:

Charitable: Events that are directly associated with fundraising for the entity which is established as a not-for-profit corporation and has been granted Federal tax-exempt status.

General: Events such as, but not limited to, music performances, festivals, exhibitions, arts or craft shows that are open to the public- free or ticketed- and do not constitute Charitable or Promotional/Commercial Events.

Promotional/Commercial: Events that seek to promote, advertise, or introduce a product, corporation, company or other commercial entity to the general public or portion of the general public.

Park event rental rates will be based on the above event categories and size of event:

- Small- 20-500 attendees
- Medium - 501-5,000 attendees
- Large - 5,000+ attendees

Insurance

- Lessees must carry General Liability Insurance.
- Liquor Liability Insurance is mandatory for any event where alcohol is present.
- Depending upon the nature of the event, lessees may be required, at any time, to secure and provide proof of additional policies per the request of park officials.
- Soffer Organization, Urban Redevelopment Authority of Pittsburgh and Riverlife must be written as "Additional insured" on all insurance policies.
- A copy of all required policies must be submitted to and approved by Park Officials prior to the event.

Permits

- Food Sales: All lessees who provide food service or food service vendors to the general public must obtain and present the proper permits from the Allegheny County Health Department.
- Alcohol sales: All Lessees who plan to **sell** alcohol must obtain and provide Park Officials with an approved license/permit issued by the Pennsylvania Liquor Control Board (PLCB) to serve alcohol at an event.
- Street closure permits from the City of Pittsburgh are required if South Water Street is to be utilized for the event.
- Depending upon the nature of the event, lessees may be required, at any time, to secure and provide proof of additional permits per the request of park officials from the City, County or State.
- A Special Events Permit from the City of Pittsburgh is required for any event utilizing grounds considered outside of the park (i.e. Events utilizing South Water Street).

Vendors

- All vendors, whether food, merchandise or promotional, shall adhere to regulations of Pennsylvania Department of Revenue and all State, County and City laws and regulations concerning temporary sale of food or merchandise.
- Food vendors are only permitted to operate on the Piazza (upper) level of the park unless granted permission in writing from Park Officials.
- Grease and gray water must be stored in tanks and disposed off site or as designated by Park Officials.
- Booths may not block park cut through access to the Lower Promenade.
- A list of all vendors shall be submitted to Park Officials, containing vendor name, contact information and Tax ID.

Security

- All Lessees are required to work in conjunction with Soffer Security and have a member of Soffer Security present throughout the event. A flat fee for all Lessees will be required for this service in order to rent the park for the event.
- If additional security is required for an event, Soffer Security will coordinate with the Lessee to book additional support. Additional fees will apply.
- Security requests must be made and confirmed at least thirty (30) days prior to the event.

Trail Access and Trail Safety

- The trail must be accessible to runners, walkers and cyclists at all times. No obstructions to the paths are permissible at any time.
- Signage must be placed on the trails leading up to the event indicating to runners, walkers and cyclists to please slow their pace and indicating an event ahead. The park will provide some signage, and dependent upon the size and nature of the event, the lessee may be required to produce and place additional signage throughout the park.

Electricity/ Water

- There is access to electricity and water in the park. Lessees will need to request these services from park officials.
- Only designated hook-ups shall be used for electricity and water.
- Water is only available on the Piazza (upper) level.
- Lessees are required to use an electrician/ sound technician who is pre-approved by Park Officials.
- Generators may be requested by Lessee and will be considered by Park Officials on a case-by-case basis.

Staging

- No portable staging is permitted in the park.

Restrooms

- Lessees are required to provide temporary restrooms for facility for event.
- Total number of restroom facilities shall be in accordance with limits set forth by manufacturers and in accordance with anticipated attendance of event.
- Park Officials must approve placement of temporary restrooms for the event.

Tents/ Staking

- Due to waterlines and irrigation heads, non-ground penetrating methods for securing tents such as water barrels or concrete block must be used.
- Dependent upon the nature and duration of event, Park Officials will determine whether or not to require or prohibit the use of tent flooring.
- In the event of inclement weather, Park Officials reserve the right to modify the use of tents in order to protect turf and utilities.
- Lessee must obtain written approval from Park Officials order to place any posts or other ground penetrating elements in the park.
- A Certificate of Flammability is required for all tents larger than 10x10.

Waste Management

- Lessees must coordinate waste management with Service Master no less than thirty (30) days prior to event.
- A flat fee for all Lessees will be required for this service in order to rent the park for the event. *See Rental Fees section of application.*
- Park Officials may require Lessee to provide additional waste receptacles dependent upon nature and size of event.
- Events that expect 200 or more attendees per day are required, under City Code 619, to recycle beverage containers such as glass, plastics aluminum and steel cans (co-mingled materials), and corrugated cardboard.

Signage

- Placement of signage within the park is permissible during certain times of year.
- Lessee must coordinate with Park Officials regarding installation of signage.
- Only Park Officials and Staff may install signage unless Park Officials approve an alternative method of installation in writing.
- Lessee must obtain written approval from park officials to fasten any rope, sign, banner, flyer or other object on any tree, shrub, or structure within the park.
- Lessee must obtain written approval from Park Officials order to place any posts or other ground penetrating elements in the park.
- Park Officials/ The URA are not responsible for damage to any signage caused by elements of the weather, vandalism, facility malfunction or any other conditions.
- A service fee will apply to all signage placed in the park by Park Officials and Staff. *See Rental Rates and Payments section of application.*

Signage must meet the following criteria:

- Banners may be up to a maximum size of 12' high x 40' wide.
- All wording and design elements of proposed signage must be submitted to Park Officials for prior approval.
- Requested duration of time displayed must be submitted to Park Officials for prior approval.
- Final determination as to whether the proposed signage will be displayed is to be made by Park Officials.

Site Map and Event Plans

- Lessees are required to submit an initial site map/ site plan to Park Officials with the Event Rental Application, outlining areas of the park that will be utilized during the event.
- Site Map shall include any item that will be placed in the park.
- If changes to the site map are made by Lessee or changes required by Park Officials, Lessees will be required to submit additional drafts of the site map for approval.
- Lessees are required to complete and submit the SSRFP Event Agenda no less than two (2) weeks prior to the event, to include:
 - Load-in times and information
 - Event and entertainment schedules
 - Load- out times and information

Damages

- Lessees are required to leave the park as it was found and will be financially responsible for damages incurred during the event.
- Lessees are responsible for completing and submitting a standard venue checklist provided by Park Officials the day of the event.

Vehicles

- No motorized vehicle is permitted on the park trails without written permission from Park Officials. An additional deposit may be required by Park Officials and will be assessed on a case-by-base basis.
- Vehicle weight will be limited to five (5) ton total GVW on all park walkways.
- Loading and unloading of event setup vehicles will take place along Hot Metal Street and at the 28th Street entrance and along South Water Street.
- Approved vehicles will need to obtain a Special Event Vehicle Permit issued by Park Officials.
- The Special Event Vehicle Permit must be displayed on the dash of approved vehicles at all times. Vehicles found in the park without a pass will be ticketed and towed immediately.

Permitted event vehicles will adhere to the following:

- Only off road utility vehicles, such as a John Deere Gator or Kawasaki Mule, with turf tires outfitted to minimize lawn damage, can travel on the lawn for set up, take down and servicing vendor booths. These utility vehicles are also permitted to travel on the paved pathways. The use of a forklift within the park is prohibited.
- No tractor-trailers will be permitted in the park. Lessees wishing to utilize another area of the park for portable stage set up shall submit a plan to URA, and request shall be approved or denied in writing.
- Emergency vehicles shall be permitted and parked only in areas designated by Park Officials.
- Pedestrians in the park have the right of way at all times. Any event that secures a Special Event Vehicle Permit shall yield to pedestrians, drive at slow speeds (5 mph) and use hazard lights at all times.

Display Vehicles:

- Display Vehicles (tractor trailers or other vehicles designed, decorated or detailed for event promotion, logo placement, product display and/or sampling) are not permitted in the park but can be parked in designated areas along South Water Street.
- Lessee is required to secure City of Pittsburgh street closure permits.

Parking

- Lessees and their vendors may unload temporarily on the Piazza (upper) level of the park and the while displaying a Special Event Vehicle Permit issued by Park Officials/ Soffer Organization.
- Lessees and guests may utilize street parking or paid garages located in South Side Works.

PERMIT INFORMATION

Food/Beverage: Allegheny County Health Department

Any event occurring within the boundary of SSRFP that is hosting vendors serving or selling food/beverage items must contact the Allegheny County Health Department and obtain proper permits, permissions and guidelines.

Contact: Harold Yeager

Email: hyeager@achd.net

http://www.achd.net/food/pubs/pdf/TempFoodFac_guide.pdf

<http://www.achd.net/food/pubs/pdf/templist2004.pdf>

City of Pittsburgh Special Events Permits

A Special Events Permit from the City of Pittsburgh is required for any event utilizing grounds considered outside of the park (i.e. Events utilizing South Water Street).

http://www.pittsburghpa.gov/police/special_events_permit.htm

Street Closures: City of Pittsburgh

Any event utilizing South Water Street as part of the event or for display vehicles must obtain a Special Events Permit.

http://www.pittsburghpa.gov/police/special_events_permit.htm

Alcoholic Beverages: Pennsylvania Liquor Control Board

Any event occurring within the boundary of SSRFP that is **selling** alcohol must and provide Park Officials with an approved license/permit issued by the Pennsylvania Liquor Control Board to serve alcohol at an event.

Application Packets:

<http://www.lcb.state.pa.us/PLCB/Licensees/ApplicationsandForms/ApplicationPackets/index.htm>

Off-premise Catering Permit:

<http://www.lcb.state.pa.us/cons/groups/licensing/documents/form/001865.pdf>

Special Occasion Permit:

<http://www.lcb.state.pa.us/cons/groups/legal/documents/form/001855.pdf>

Tents: City of Pittsburgh Department of Public Safety

A certificate of Flammability is required for all tents larger than 10x10.

http://www.pittsburghpa.gov/fire/files/09_permits/09_Application_for_Tent_Permit.pdf

CONTACT INFORMATION

Park Officials

On-site:

Stephanie Boehmig

Director of Marketing, Soffer Organization

Email: sboehmig@esoffer.com

Office Phone: 412-481-8800

Cell Phone: 412-867-1409

Fax: 412-481-1786

Security/ Maintenance:

Terry Focareta

Chief of Corporate Security, Soffer Organization

Email: terry@esoffer.com

Office Phone: 412-431-0537

Fax: 412-431-2076

Deborah Mooney

Administrative Assistant to Chief of Corporate Security, Soffer Organization

Email: deborah@esoffer.com

Phone: 412-431-0537

Fax: 412-431-2076

Service Master:

Michael Becadik

Service Master

Phone: 412-373-3354

RENTAL RATES AND PAYMENTS

South Shore Riverfront Park Rental Rates*

Charitable

- *Small* (20-500 attendees): \$500
- *Medium* (501-5000 attendees): \$2,500
- *Large* (> 5,000 attendees): \$5,000

General

- *Small* (20-500 attendees): \$2,500
- *Medium* (501-5,000 attendees): \$5,000
- *Large* (> 5,000 attendees): \$10,000

Promotional/Commercial

- *Small* (20-500 attendees): \$5,000
- *Medium* (501-5,000 attendees): \$10,000
- *Large* (> 5,000 attendees): \$15,000

Security and Maintenance Fees

In addition to the agreed upon rental rate, all Lessees are required to pay a \$400 fee to the **Soffer Organization** for security and maintenance. This fee is due upon acceptance of the Event Rental Application.

Depending upon the size and nature of the event, additional support from Soffer Organization/ South Side Works Security and Maintenance may be required. A fee of \$30/ hour for additional Soffer Organization staff will be required and assessed prior to the event. Additional fees will be billed to Lessee prior to the event and payment will be required in full on or before the day of the event.

Payments

- 25% of the total rental fee is due upon acceptance of the Event Rental Application. The remaining fee will be due on or before the day of the event.
- The Soffer Security and Maintenance fee outlined in this section of this application is due upon acceptance of the Event Rental Application.
- Lessee's refundable deposit is due upon acceptance of the Event Rental Application.
- No refunds of fees will be issued once payments have been remitted.

On-Site Operations Staff Member Fee

Lessees are required to hire a member of the Soffer Organization as an On-Site Operations Staff Member. A fee of \$30/hour will be assessed prior to the event. This fee will be billed to Lessee prior to the event and payment will be required in full on or before the day of the event.

Park Services Cost Recovery

Lessee shall make arrangements for all operations necessary to hold special event. These include, but are not limited to: setup, tear down, refuse collection and removal, security, emergency medical services and utility distribution for event use.

Miscellaneous Fees

Fees will apply on a case-by-case basis.

Services	Price
Letter of Authorization	\$25
Special Activity Agreement	\$50
Banner Install/Removal	\$250

***Rates do not include:**

- *Additional days- all rates listed are one (1) day, 24 hours rental rates*
- *Additional Soffer security/maintenance fees, required for events of 1,500+ attendees*
- *Additional Service Master & Waste Management fees, required for events of 1,500+ attendees*
- *Additional security, as required by property or requested by Lessee*
- *Trail safety barricades and additional signage as required by Park Officials, dependent upon event size and sections utilized*
- *Permits*
- *Storage*

DEPOSITS AND CANCELLATIONS

Refundable Security Guarantee/Deposit

Event lessees are required to make a refundable deposit due upon acceptance of the Event Rental Application.

Each lessee shall furnish and keep in full force and effect, during the term of this Agreement, a refundable security guarantee/ deposit made payable to the **Urban Redevelopment Authority**, conditioned for the full performance of all the covenants and stipulations contained in the official Agreement for said event. The refundable security guarantee shall either be a cash deposit, performance bond, certificate of deposit, passbook saving account, irrevocable letter of credit, or another form acceptable to URA. The required amount of the refundable security guarantee will be based on the list below, taking into account the complexity and projected impact of the event on the park resource and facilities. Said deposit must be provided upon acceptance of the Event Rental Application. Deposit amounts are subject to change.

- Small (20-500 attendees): \$1,000
- Medium (501-5,000 attendees): \$1,500
- Large (> 5,000 attendees): \$2,500

After a thorough ground inspection by Park Officials post-event, Lessees shall receive the balance of the refundable security guarantee/ deposit, less any damages to the park, thirty (30) days after the close of the event.

An additional deposit may be required for any vehicle approved to enter the park, to be determined on a case by case basis by Park Officials.

Park Officials and the URA reserves the right to use the Lessees' refundable security guarantee to complete any repairs or maintenance needed to return the event area to the condition it was in prior to the event taking place.

Postponements and Cancellations

- A 30-day written cancellation is required for all cancellations that are not weather-related. The 25% payment and flat fee for Soffer Security & Maintenance and Service Master will not be refunded.
- An inclement weather cancellation will result in the opportunity to select an alternative date. Dates are subject to availability. No additional fees will apply.



Special Event Permit Application

Return to:

Stephanie Boehmig

Director of Marketing, Soffer Organization

Office Phone: 412-481-8800

Cellular Phone: 412-867-1409

424 S. 27th Street, Suite 300

Pittsburgh, PA 15203

Email: sboehmig@esoffer.com

Fax: 412-481-1786

This application must be fully completed, signed and forwarded to South Side Works at least three **(3) MONTHS BEFORE** lessee's event. 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 and loss of all deposited fees. 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.**

Please return this Application to the address listed above (you may return in person, email or mail), **A site fee will be applicable for all events based on the nature of the event and will be communicated to the Applicant once the event is approved. Applicants will also be responsible for cost associated with clean-up, trash removal, on-site operations staff member and security. Also, there may be other cost recovery or permits depending on the nature of the event. More information on fees, including the requirement to pay all fees due to South Side Works prior to your event, can be found in the *Rental Rates and Payments* section of this application.**

PLEASE NOTE: All applicants will be required to write and address a **Special Activities Request Letter** addressed to the Urban Redevelopment Authority and attach to this application. The **Special Activities Request Letter** should include an event description, nature/intent of event, requested event date(s) and requested event times.



www.southshorepgh.com

EVENT RENTAL APPLICATION

APPLICANT INFORMATION

1. Contact Information

Company/ Organization Name: _____

Applicant Name: _____

Title: _____

Address: _____

Email: _____

Work Phone: _____ Cell Phone: _____

Fax: _____

2. Billing Information

Federal Tax ID#: _____

Pittsburgh Tax ID: _____

Billing Name: _____

Billing Address: _____

EVENT INFORMATION

3. On-Site Contact

Name: _____

Title: _____

Cell Phone: _____

Office Phone: _____

Email: _____

4. Event Description:

5. Event Type (check all that apply)

- | | | |
|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Theater | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Marine/River | <input type="checkbox"/> Musical Event |
| <input type="checkbox"/> Run | <input type="checkbox"/> Race | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Walk | <input type="checkbox"/> Ride | _____ |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Dance | _____ |

6. Requested date(s) and time(s)

Event Date(s): _____ Day(s) of the week: _____

Event Start Time : _____

Event End Time: _____

7. Facilities to be used (check all that apply)

- Piazza
- Event Stage
- Rivertrails
- Riverplace
- Riverlanding
- South Water Street

8. Set-up/ Tear-down

Begin: _____ AM/PM

End: _____ AM/PM

9. Estimated Crowd: _____ **# of Participants/Vendors:** _____

EVENT LOGISTICS

10. Parade, Race, Walk or March: List route to be used, and/or streets to be closed.
Please attach map(s) to application outlining proposed route.

11. Initial Site Plan must be included with this application in order to assess any additional needs the event may have. Site map attached. Include proposed location of tents, vendors, restrooms, etc.

12. 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

13. Utilities

Will you require access to water/ electricity: Yes _____ No _____

Will you need to utilize/ rent generators for additional power needs?

Yes _____ No _____

14. Will you require a temporary Special Event Vehicle Permit for load-in and load-out?

Yes _____ No _____

If YES: Estimated number of vehicles _____ Date(s) requested: _____

Areas utilized (check all that apply):

- S. Water Street
- Hot Metal Street/ 28th Street Entrance
- Park Trails

ENTERTAINMENT

17. Sound System (check one):

- Acoustic
 Amplified

Describe entertainment:

List entertainers/bands to perform at event:

VENDING & SALES

18. Vendors

Will vendors be present at event? Yes _____ No _____

Vendors will be (check all that apply): Exhibiting _____ Selling _____

- Vendor type (check all that apply):
 Food
 Beverage
 T-Shirts/Hats/ Apparel
 Art/Jewelry/Crafts
 Books
 Balloons
 Other: _____

19. Will any vendors be serving or selling beer/liquor/wine? Yes _____ No _____

** All requests must be submitted to the PLCB no less than sixty (60) days in advance*

REQUIRED MAINTENANCE, SECURITY, WASTE MANAGEMENT AND OPERATIONS ASSISTANCE

MAINTENANCE

20. Lessees are required to hire Service Master as the event clean-up company. The extent of the clean-up will be assessed based on this application along with any additional fees.

SECURITY

21. Lessees are required to hire Soffer Security. The extent of security needed will be assessed based on this application along with any additional fees.

Request for additional security/ coordination of off-duty officers: Yes _____ No _____

WASTE MANAGEMENT

Recycling

22. 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



INSURANCE

Due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions:

1. 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 THE URBAN REDEVELOPMENT AUTHORITY, RIVERLIFE AND SOFFER ORGANIZATION as additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to CITY:

General Liability	Occurrence	Aggregate
Bodily injury, including death	\$ 1,000,000.00	\$2,000,000.00
Property damage	\$ 1,000,000.00	\$2,000,000.00

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

2. 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.





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 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 South Side Works and/or the City of Pittsburgh that are incurred on behalf of the event.

If I cancel my event, I will notify the South Side Works as early as possible so as to cut down on any cost recovery. I understand that I will be charged for 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.*



www.southshorepgh.com



INDEMINFICATION STATEMENT

Please turn in with application

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 Urban Redevelopment Authority, Riverlife and Soffer Organization 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:



www.southshorepgh.com

EVENT RENTAL APPLICATION CHECKLIST

This checklist along with all applicable permits and correspondence must be submitted to Park Officials at least thirty (30) days prior to your event.

Attach permits if available:

- Food
- Alcohol
- Street Closure
- Tents: Certificate of Flammability

- Special Activities Request Letter addressing the URA, to include event description, nature/intent of event, requested event date(s) and requested event times.

- Initial Site Plan submitted
- 25% of Rental Fee paid
- Refundable Deposit paid
- Service Master clean-up crew hired
- South Side Works Security hired
- Insurance Certificates submitted with additional insured listed as: Soffer, Riverlife and Urban Redevelopment Authority

- Special Events Permit received from the City of Pittsburgh if required

SOUTH SHORE RIVERFRONT PARK

PREFERRED EVENT PARTNERS

Sound & Lighting

Gray Phoenix: <http://grayphoenix.com> 412.415.0968

JV Chujko: <http://www.chujko.com> 412.331.3308

Rentals (Tables/Tents)

Mihm: <http://www.mihmrentals.com> 412.931.7660

JV Chujko: <http://www.chujko.com> 412.331.3308

Party Savvy: <http://partysavvy.com> 412.856.8368

All Occasions: <http://www.allparty.com> 1.877.788.8100

Linens/Decor

Mosaic: <http://www.partymosaic.com> 412.562.2800

Lendable Linens: <http://www.lendablelinens.com> 1.866.539.5363

Solar Powered Generator

Zero Fossil: <http://www.zerofossil.com> 412.906.9376

Waste Management

Allied Waste Services: <http://www.republicservices.com> 412.429.2600

Waste Management: <http://www.wm.com> 1.877.804.7706

Recycling

City of Pittsburgh: <http://www.city.pittsburgh.pa.us/pw/html/recycling.html> 412.255.2773

Zero Waste Pittsburgh: <http://www.zerowastepgh.org> 412.773-7159

Ticketing Services

ShowClix: <http://www.showclix.com> 1.888.718.4253

Eventbrite: <https://www.eventbrite.com> 1.888.810.2063

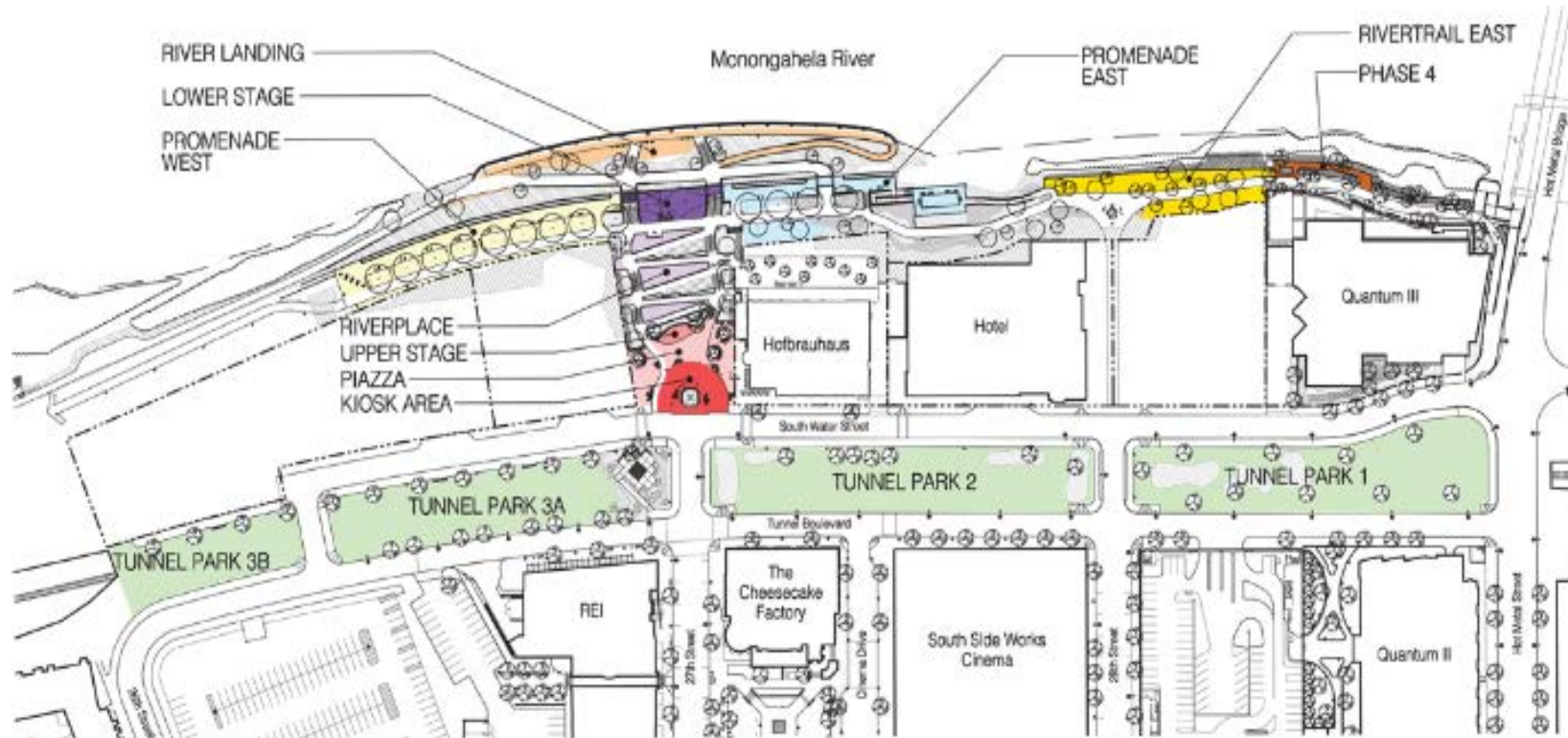
Brown Paper Tickets: <http://www.brownpapertickets.com> 1.800.838.3006

Portable Toilet Rental

Mr. John: <http://www.mrjohnpit.com> 412.771.6330



SITE MAP



Legend

Plaza (827)	Lower Stage (468)	Phase 4 (161)
Kiosk Area (533)	Promenade West (2,006)	Riverlanding (1,704)
Upper Stage (90)	Promenade East (1,238)	Tunnel Park (13,778)
Riverplace (1,090)	Rivertrail East (1,102)	Tunnel Park 1 (4,598)
		Tunnel Park 2 (4,564)
		Tunnel Park 3A (3,370)
		Tunnel Park 3B (2,030)

EVENT CAPACITY

SOUTH SHORE RIVERFRONT PARK

Prepared for: Riverlife
 Prepared by: Environmental Planning and Design, LLC

Date: July 26, 2012
 2086.12.01

