

ED GAINEY
MAYOR



KATHRYN VARGAS
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
OFFICE OF SPECIAL EVENTS
CITY-COUNTY BUILDING

Hello, Festival Organizers!

The City of Pittsburgh Office of Special Events is pleased to announce the beginning of the **2024 Community Festival** season with this informational packet. Please be sure to read it thoroughly so you understand the process for this year. Please note: your completed application must be received in our office by 5 PM on *Monday, April 15, 2024.*

What is the Community Festival Program (CFP) Grant?

In existence since 1977, the Community Festival Program (CFP) has provided funding to help communities introduce and maintain neighborhood-focused festivals for over 40 years. The program's goal is to provide financial assistance to community groups so they may launch and develop an annual event to bring together their community and foster togetherness. The 2024 festival season is from June 1 to October 31.

Who is eligible to receive a CFP Grant?

To be eligible for funding, your organization and event **must meet all** of the following criteria:

1. Applicant must be a non-profit, tax-exempt, Pittsburgh community-based organization;
2. The organization must have been in existence for at least three years;
3. The festival must be *free and open to the public**, and to the benefit of the community at large;
4. The festival should be a **one-day, one-off event (not multi-day, weekly, monthly, etc.)**, but is no longer required. However, priority will focus on one-day events in alignment with program goals.

**festival cannot charge admission or otherwise condition entry to the event*

How does the CFP Grant work?

In 2019, to bring the CFP grant in line with the City's other community-based grant programs, we moved to a reimbursement system, and this system remains in place. In 2024, this grant funding is the same as the previous year, and there are currently 30 grants available. All 30 approved grant applications will receive up to \$1,000.00 in reimbursed funds to assist with the operations of their festival. The funding is for **one (1)** event only, and may not be distributed amongst multiple events. Grantees will be selected by committee and based on criteria including, but not limited to, program guidelines, demonstrated financial need and lack of other neighborhood events. Be sure to answer all application questions as thoroughly and as accurately as possible!

This means your application is simply an initial request for funding.

Once approved, your organization is free to source materials from any vendor—not just those who hold a city contract.

What happens once I'm approved for funding?

If you've been approved for funding and are hosting an event in a public space (parks, streets, etc.), you will be required to submit a Special Event Permit application. This was a new step in 2019 and takes the place of park permits or road obstruction permits—the Special Event Permit is all-encompassing. This process secures your venue and needed City services, so it is an important step. Permit costs for items such as road closures, EMS, police detail, and some public works requests are **not** waived and the responsibility of the organization, but approved organizations will have the application fee credited to their final invoice.

If you are approved for funding, you will receive more detailed information on how to apply for the Special Events Permit or reserve a shelter, field or heavy equipment in your approval paperwork. Your Special Events Permit application will be due by Monday, May 13, 2024, @ 5pm.

Lastly, ***within 30 days*** of the completion of your festival, you will need to submit all reimbursable receipts to the Office of Special Events, and in turn you will receive a check for the amount of your reimbursable items, up to \$1,000.00. It is important that **itemized receipts** (for each vendor, store purchase, etc.) be kept and submitted following the event. Without an itemized receipt, reimbursements cannot be issued. Festivals approved for grants will receive a reimbursement form that must be submitted with their itemized receipts following the event.

When it comes to reimbursement, not all items are reimbursable, so be sure to check with the Office of Special Events before finalizing any rental agreements if you aren't sure if your item will be covered.

Items that **are reimbursable include, but are not limited to:

- Tent, table, chair, and stage rentals (including heavy equipment rentals from Public Works)
- Port-o-john rentals
- Performer payments (band, magician, DJ, etc.)
- Audio-visual rentals

Items that **are not reimbursable include, but are not limited to:

- Alcohol
- Perishables
- Paper products
- Promotional items

New for 2024:

Special Event Permits

If your event takes place in a public space and you have not already completed a special events permit application for your event, please be advised that the application system will soon be changing.

Additionally, the \$25 application fee must be paid up front. If awarded a grant, this fee ***will be credited*** on the final permit invoice.

Citiparks Roving Art Cart

The Citiparks Roving Art Cart is a festival favorite and is typically available for rental June 1 -August 31 on Saturdays and Sundays only, from 8:00am-4:00pm. **Please directly contact Citiparks Community Enrichment** at 412-665-3665 to confirm operational status.

Department of Public Works

Equipment

The Department of Public Works offers rentals of staging (portable stage, platform boxes) and bleachers. You can find more information at the end of this informational packet.

Field and Park Shelter Reservations

Those grant recipients needing to reserve a field or park shelter will have reservation fees waived by the Department of Public Works once again as a part of the 2024 CFP grant cycle.

To view the reservations calendar and to begin the process, please visit <https://registerparks.pittsburghpa.gov/>.

In Summary

1. Fill out the Community Festival Program Grant application by 5PM on **Monday, April 15, 2024**, available here: <https://tinyurl.com/CFPG2024>.

Once you receive confirmation that you've been approved for a grant:

2. Fill out a Special Event Permit application by **Monday, May 13**; available online at <https://pittsburghpa.gov/publicsafety/ofem-eventpermits>.
3. Begin sourcing your materials within the reimbursable categories, up to \$1,000.00 in value. Don't forget to save your receipts!
4. Execute your event!
5. **Within 30 days of your event**, submit all reimbursable **itemized receipts** to the Office of Special Events via email at cfpgrant@pittsburghpa.gov.
6. Receive your reimbursement! This process requires council approval to issue a check and typically will take up to 3 weeks, but may take longer dependent upon council's schedule.

Any and all questions can be directed by emailing the Office of Special Events at cfpgrant@pittsburghpa.gov or calling 412-255-2493. We look forward to working with you all on another successful Community Festival season!



ROVING ART CART

City of Pittsburgh Dept. of Parks and Recreation

Celebrating 49 years of Art and Smiles!

Invite the Roving Art Cart to your Community Festival 2024 for family-friendly fun.

- 3 HOURS OF FUN FOR UP TO 200 CHILDREN
- SATURDAYS or SUNDAYS ONLY

FIRST COME, FIRST SERVED

Call to discuss your art activity!

412-665-3665
citiparks.net



CITIPARKS

COMMUNITY ENRICHMENT

EdGainey, Mayor Kathryn Vargas, Director Theresa Kail-Smith, Chairperson for the Committee on Urban Recreation

The City does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sexual orientation, familial status, age (40&over), or non-disqualifying physical or mental disability, or any other basis protected by federal, state or local law.



CitiParks.net



@CitiParksPGH



@CitiParks



@citiparks

ED GAINNEY
MAYOR



CHRIS HORNSTEIN
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
CITY-COUNTY BUILDING

City Equipment Rental Application

Date of Application: _____

Event Organizer Name: _____

Contact Name: _____

Address: _____

Zip Code: _____

Primary Phone Number: _____

Email Address: _____

Name of Event: _____

Neighborhood: _____

Date(s) of Event: _____

Time of Function: _____

Specific Location of Equipment Placement: _____

- All equipment must be rented no further than ten (10) air miles from the City County Building, located at 414 Grant Street, Pittsburgh, PA 15219. Please click the link below to ensure the location is within this radius: <https://pittsburghpa.maps.arcgis.com/apps/interactivelegend/index.html?appid=5e568064634841aaab6e06df6274859c> . A screenshot of this radius is on page 5.
- *If you are applying for Additional Equipment as a City of Pittsburgh community-based organization, you may be eligible to receive a Community Festival Grant. For full program details and to access the application, please visit <https://pittsburghpa.gov/events/community-festivals>.

Type of Equipment to be Rented (circle):

SHOWMOBILE TRANS BLEACHERS BLACK BOX PLATFORM

Equipment	Price	Delivery, Setup, & Strike Fees (see pages 4-5 for photos/dimensions)
Showmobile (<u>must be placed on flat surfaces ONLY</u>)	\$800 per day	\$453 Delivery, Setup, & Strike Fee
Trans Bleachers	\$170 per day	\$227 Delivery, Setup, & Strike Fee
Black Box Platform (set of 4)	\$400 per day	Price includes delivery & setup of 4 boxes

THE FOLLOWING MUST BE COMPLETED UPON RECEIPT OF APPLICATION AND AGREEMENT (or no more than 365 days and no less than 30 days prior to event):

- Completed Rental Application
- Signed Rental Agreement
- Insurance Certificate naming the City of Pittsburgh as an additional insured.

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*Once the application has been completed, DPW's Heavy Equipment review the application and will contact the applicant at the contact information provided. Applicant must be available for a site visit prior to event.

THE FOLLOWING MUST BE COMPLETED UPON RECEIPT OF INVOICE BY AT LEAST 14 BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT:

- Check or Money Order payable to: *Treasurer, City of Pittsburgh* mail payment to: Department of Public Works, 611 Second Ave. Pittsburgh, PA 15219.

*Email or Mail this Completed Request along with all Attachments to: Allison Schmidt (Botti) or Joe Rush allison.botti@pittsburghpa.gov or joe.rush@pittsburghpa.gov

Signature of Applicant: _____ Date: _____

City Equipment Rental Agreement

This agreement authorizes the event organizer ("Applicant") temporary use of the City of Pittsburgh's ("City Equipment").

Event Name: _____

Neighborhood Where Event is Held: _____

Location / Placement of Equipment: _____

Date(s) of Event: _____

Time of Function: _____

Type of Equipment: _____

Number of Event Days: _____

TOTAL AMOUNT DUE: _____

(upon receipt of invoice for the event or forfeiture of date requested will automatically occur).

Equipment	Price	Delivery, Setup, & Strike Fees (see pages 4-5 for photos/dimensions)
Showmobile (must be placed on flat surfaces ONLY)	\$800 per day	\$453 Delivery, Setup, & Strike Fee
Trans Bleachers	\$170 per day	\$227 Delivery, Setup, & Strike Fee
Black Box Platform (set of 4)	\$400 per day	Price includes delivery & setup of 4 boxes

TERMS AND CONDITIONS

- Applicant shall have the right to use City Equipment during the specified time of the Function. This includes setup and teardown time for the event as well as the event itself. With the written consent of the City, Applicant may extend that time should circumstances arise that require additional time for setup or teardown.
- The City Equipment shall be surrendered to the City by Applicant in the same condition as it was presented upon commencement of the event, except for reasonable wear and tear due to the nature of the event. In the event that through the negligence or malicious acts of an Applicant employee, representative, volunteer, or function participant or attendee (collectively "Applicant"), damage is caused to the City Equipment that is determined by

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the City to be above and beyond what is reasonable, Applicant shall reimburse the City for all expenses and/or costs necessary to remedy said damage(s) which are caused by such negligent or malicious acts of Applicant.

- C. The City is responsible for delivery, set up, and removal of the City Equipment. No alterations shall be made to the City Equipment without the prior permission of the City.
- D. Any special instructions regarding delivery, set-up, or removal shall be communicated to the City fourteen (14) business days prior to the event date. Applicant agrees to provide all necessary equipment and items for the event.
- E. The rental fee of \$ [redacted] must be rendered via Check or Money Order payable to: "Treasurer, City of Pittsburgh" upon receipt of invoice or by at least fourteen (14) business days prior to event or forfeiture of date requested will automatically occur.
- F. *Initial* [redacted] I understand payment condition described in section E.
- G. Applicant may cancel this permit with written notice provided to the City at least thirty (30) days prior to the function. Rescheduling or altering the date of the event is acceptable remuneration where suitable and agreed upon by both parties.
- H. Applicant agrees to indemnify, hold harmless and defend the City (its officers, employees, agents, representatives, volunteers and assigns) against any and all claims, costs (including reasonable attorney's fees), demands, causes of action, suits, injuries, damages of any kind whatsoever, loss or death resulting from that Applicant's use of City Equipment.
- I. Applicant agrees to provide insurance to cover its use of the City Equipment. **Terms of the insurance shall be no less than 100K/300K public liability and 50K property damage.**
- J. Neither party is liable for any failure of performance if such failure is due to any cause or causes beyond such party's reasonable control ("Force Majeure"), including without limitation, acts of God, terrorism, war, fire, explosion, flood, civil disobedience or riot, severe adverse weather conditions, governmental action/regulations or labor difficulties.
- K. Any controversy relating to this Agreement or the transactions contemplated hereunder shall be governed by the laws of Pennsylvania and shall be commenced and maintained in a state or Federal court in the Commonwealth of Pennsylvania, County of Allegheny.
- L. The terms and conditions of this Agreement will survive the expiration or other termination of this Agreement to the fullest extent necessary for their enforcement and for the realization of the benefit thereof by the party in whose favor they operate.
- M. This Agreement sets forth the entire agreement and understanding between the parties pertaining to the subject matter and merges all prior discussions between them on the same subject matter. Neither of the parties shall be bound by any conditions, definitions, warranties, understandings or representations with respect to the subject matter other than as expressly provided in this Agreement. This Agreement may only be modified by a written document signed by duly authorized representatives of the parties.

This Agreement is executed this [redacted] day of [redacted] by both parties through their representative, whose signatures below evidence their acceptance of these terms on behalf of the Event Organizer and Lessor.

[redacted]
Authorized Signature of Applicant - Event Organizer

Authorized Signature for City of Pittsburgh

Print: [redacted]
Applicant – Event Organizer

Print: _____
City Representative / Title

SHOWMOBILE PHOTOS

DIMENSIONS: When Showmobile (MSM3600) is open: Floor is 36' (length) x 14'2" (deep) (or 15sq ft) and dimensions from roof to stage is approximately 15'; When hauling (without truck), Showmobile is 45' (length) x 8' (width) x 13'4" (height); When hauling (with truck), Showmobile is 70' (length) x 8' (width) x 13'4" (height).

***THE SHOWMOBILE MUST BE PLACED ON FLAT SURFACE ONLY.**



TRANSBLEACHERS PHOTOS

DIMENSIONS: 28' (width) x 14' (height). 10 rows of bleachers at 26' each (when open); 36' (length) x 6 1/2' (width) x 13' 1" (height) when hauling (without truck); When hauling (with truck), length is 60'.



BLACK BOX PLATFORMS PHOTO

Comes in set of 4 boxes; DIMENSIONS: Each box is 4 x 8 ft.



All equipment must be rented no further than ten (10) air miles from the City County Building (see radius below).

