



CITY OF PITTSBURGH SPECIAL EVENT PERMIT APPLICATION 2008

Date/time
received: _____

For office use only

Return to: **Nadine Brnilovich**
Pittsburgh Police Headquarters Phone: (412) 323-7826
Special Events Committee Fax: (412) 231-2153
1203 Western Avenue, Room 167
Pittsburgh, PA 15233
nadine.brnilovich@city.pittsburgh.pa.us

This application must be fully completed, signed and forwarded to the City of Pittsburgh Special Events Committee at least fourteen business (14) days and not more than 180 business days prior to the first day of the event as indicated Chapter 471 of the Pittsburgh City Code and the Special Event Regulations ("the Regulations") (available on-line at the City's website at www.city.pittsburgh.pa.us or www.cityofpittsburgh.net or at the Mayor's Office). An exception is that permits for First Amendment activity as defined in Chapter 471 and the Regulations shall be evaluated no later than two (2) business days from the receipt of a completed application *where such First Amendment Activity is intended to respond to current events and depends for its value on a timely response.*

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. Please type or print the information clearly and attach additional sheets or maps as required below. We ask that you completely fill out all required information; all questions should be answered in some way. Please do not write "same as last year" or "see above." Incomplete applications will be returned. All timing involved with evaluation of Applications begins ONLY when the City is satisfied that an Application has been completed in its entirety.

Prior to returning this Application to the Mayor's Office at the address listed above (you may return in person or mail), please attach a check or money order made out to "Treasurer, City of Pittsburgh" in the amount of \$125.00, which is the 2008 application fee. **Additional fees may be applicable for cost recovery or other permits depending on your event. More information on fees, including the requirement to pay all fees due to City prior to your event, can be found in the attached Regulations. Alternatively, you may qualify for a waiver of fees under the indigency exception. For more information on indigency, please see Section 471.06 of the City Code, Section VII(a) of the Regulations and Section VI(B), page 11 and Attachment J, page 15 of this Application.**

As a preliminary matter, we note that not all events held in the City of Pittsburgh automatically require a Special Events Permit. Please check the Pittsburgh City Code (including but not limited to Chapter 471) and the attached Regulations for some guidance as to whether you need a Special Events Permit, another type of permit, or no permit at all for your proposed activity. Please also feel free to call the Mayor's Office at the number above if you have any question as to whether you are required to obtain a permit.

In addition to obtaining a Special Events Permit, you may also be required to obtain separate permits for activities including but not limited to: vending, food and/or alcohol service, aircraft performances, waterway use, and fireworks from other City Departments and/or other

government agencies. Although the Mayor's Office/Special Events Committee will be happy to assist you in suggesting persons for you to contact for more information regarding other needed permits, it is wholly your responsibility to obtain all permits required for your event. Some general information regarding required permits can be found on the City's website.

PLEASE NOTE: This Application is not your Special Events Permit. Arrangements for your event should not be finalized until you receive your actual permit from the Mayor's Office. Under no circumstances may you hold your event without a Special Events Permit if one is required by City Code/Regulations.

I. GENERAL EVENT INFORMATION

A. Event Name and brief description:

B. Event Type: (circle all that apply) Parade Festival Run Walk
Exhibition Theater Marine/River Race
Ride Dance Drama Musical Event
Assembly

Other: _____

Is this Event open to the public? Yes:_____ No:_____

If you are seeking to hold a First Amendment Activity responding to a current event and require an immediate permit (within two business days) for spontaneous speech, please check here: ____

If you are seeking to hold a "Traditional Parade" as defined in the Special Event Regulations, please check here: ____

C. Event Date(s) (please include days of the week):

Rain Date(s):

Time(s) (including times for arrival/set-up). Athletic Competitions should also include specific race start times:

- i. Refuse container locations (including those for recyclables).
 - j. Existing restroom locations. Please also include locations for additional temporary restrooms you plan to provide.
 - k. Accessibility information. Please indicate how your event will accommodate persons with disabilities including: clear paths of travel, parking, restrooms, vending areas, first aid, etc.
2. If your event involves road closures, a parade, other procession, or more than one location, please also attach a ***Route and Traffic Plan*** specifying all the following categories (please identify each subsection in your plan by the assigned letter):

Subsection

Category

- a. The proposed route to be traveled, including the requested starting and termination point. Please also clarify the direction of movement of your event.
- b. Routing plans for traffic. The Plan should include any streets that you are requesting be closed to vehicular or other traffic for your event.
- c. Whether the event will occupy all or a portion of the street(s) requested for use.
- d. Notification to the Port Authority regarding bus route changes (if applicable).
- e. Parking availability for your event. Information regarding shuttles and/or other transportation to and from such areas to the event should also be detailed.
- f. If roads or sidewalks are proposed to be closed, please also include how motorists and business owners and residents will be notified in advance of the event.
- g. Proposed locations for barricades, signs, and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the Bureau of Police after initial submission of the Application.

PLEASE NOTE: The Bureau of Police has final discretion over your Route and Traffic Plan, including but not limited to the placement and number of all barricades, signs, and police/volunteer locations.

***This Application will be deemed incomplete if the Site Plan and, if required, the proposed Route and Traffic Plan, are not attached. If you are unsure whether the Route and Traffic Plan is required, please feel free to call the Mayor's Office.**

E. Will you be charging Admission to the event? Yes:____ No: ____
 If Yes, List Prices: _____

Federal Tax ID #: _____

Pittsburgh Tax ID#: _____

F. Set-up Times: Begin: _____ am/pm Dismantle: _____ am/pm

G. Structure/Composition of event:

Estimated Number of Spectators: _____

Estimated Number of Participants: _____

Number and Description of Vehicles:

Number of Marching Units: _____

Number and Description of animals: _____

(Please see the Regulations for additional requirements pertaining to the inclusion of animals in your event.)

Do you plan to include hot air or cold air balloons? Yes: _____ No: _____
If yes, please describe in detail your plans for use, including locations.

Do you plan a fireworks display? Yes: _____ No: _____
If yes, please list dates, time, location, and vendor. (Please see Section VIII(a) of Special Event Regulations for insurance requirements).

H. Notification/Publicity regarding event:

- a. Have you informed local neighborhood groups/businesses of your upcoming event?
Yes: _____ No: _____

b. If no, what steps do you plan to take to notify them of your event? (Notice is required if you are closing streets/sidewalks—see Site Plan requirements (I.D.2(f) herein).

c. What types of promotion/publicity are you planning for your event?
None: _____

I. Security Plan. Do you have a security plan for your event?
No: _____

If yes, please describe and include the name of any security organization you plan to hire: _____

J. Status of event. What is your current event planning status?

II. APPLICANT INFORMATION

A. Applicant Name: _____

Title: _____

Address/Zip Code: _____

Phone Numbers:

Home: _____ Office: _____ Pager: _____

Cell: _____ Fax: _____

B. Organization/Sponsor (if different than above)

Name: _____

Mailing
Address: _____

Billing Address for
invoices: _____

If the Event is being held by or on behalf of an individual or organization other than the Applicant, a letter from said person/organization authorizing the Applicant to obtain a permit on its/his/her behalf shall be attached hereto.

C. Event on-site contact person: _____

Phone Numbers:

Home: _____ Office: _____ Pager: _____

Cell: _____ Fax: _____

Alternate contact person (if any): _____

Phone Numbers:

Home: _____ Office: _____ Pager: _____

Cell: _____ Fax: _____

The Contact Person and/or his/her Alternate must be in attendance for the entire duration of the event and must be immediately accessible to City officials during the event.

D. Owner of any private Event Site (if applicable): _____

Address:

Phone Numbers: Home: _____ Office: _____ Fax: _____

If this subsection D is applicable, you must attach to this Application a copy of the private property owner's written approval for your Event.

III. EVENT ENTERTAINMENT

A. Sound System (circle one): None Acoustic Amplified

Please further describe any sound systems or other electrical/other devices use in connection with the Event (locations should be included in your Site Plan):

Describe all planned entertainment: None: _____

List of entertainers or bands performing at event: None: _____

Please be advised that the City of Pittsburgh has a noise ordinance, located at Chapter 601.04 of the Pittsburgh City Code. This Chapter may be found on the City's website or by calling the Mayor's Office. You should familiarize yourself with the laws pertaining to the use of amplified sound prior to your event.



IV. VENDING AND SALES INFORMATION

A. Do you anticipate having any vending or sales at your event? Yes: _____ No: _____
(If yes, please circle all that apply)

- | | | | |
|-------|----------|-------------------|---------|
| Food* | Beverage | T-Shirts/Hats | Buttons |
| Books | Balloons | Beer/wine/liquor* | |

Other - please specify: _____

Do you plan to give anything away free to attendees (including food/alcohol):

Yes (please describe): _____
No: _____

Please note that you will be required to obtain any necessary vending permits and/or to pay applicable taxes associated with vending at your event.

You must also secure necessary authorizations from appropriate county, state, and/or federal authorities relating to the serving of food and/or alcohol.

*If you are serving alcohol, you must obtain an "Extension of Premises" permit from the State Liquor Control Board. If you are serving food, you should contact the Allegheny County Health Department at (412) 687-ACHD to see if there are additional permit requirements.

**V. COST RECOVERY: PUBLIC SAFETY REQUIREMENTS/
CITY SERVICES REQUESTED**

- A. General information. Pursuant to Section 471.06 of the Pittsburgh City Code, the City is permitted to charge event holders for certain cost recovery pertaining to City services (such as for police traffic control, paramedics, barricade placement, and refuse pick-up). ***Some traffic control or other Department of Public Safety or Public Works services will automatically be required based on the nature of your event; however, not all events will incur cost recovery for City services.*** The bases for determining whether such costs will be assessed are included in Section 471.06 and the Regulations (See, e.g. Section VII and Exhibit A-2). Fees for specific events are approved annually by City Council and set forth on Exhibit A-2 attached to the Regulations. Hourly rates for other cost recovery and equipment rental rates are also included.

Before you receive a permit for your event, you will have the opportunity to speak and/or meet with the Mayor's Office and/or Special Event Committee representatives about cost recovery relating to your event. You will receive a Cost Recovery Invoice prior to your event. You must pay the invoice in full before you will be provided with your permit. In the event that it is determined after the event that you overpaid for cost recovery, you will receive a refund.

- B. Clean-up Plan. ***You are expected to clean up after your event!*** You may provide your own personnel for cleaning up or you may contact the City's Director of the Department of Public Works as to rates for City employees. You must include as part of this Application an Attachment F specifying how you will ensure that the facility or property you use will be cleaned after your event. Please indicate whether you anticipate renting additional refuse containers or dumpsters. Please also specify how you will dispose of recyclable materials.

If you reasonably believe that no litter will be generated during your event, please state this in your plan. Your plan is subject to the approval of the Special Events Committee.

Please note that that the City reserves the right to assess charges for litter/refuse collection if you fail to meet your obligation as set forth in your plan. Charges shall be determined by the Director of the Department of Public Works after he or she receives the verified time sheet of the foreman in charge of any necessary clean-up. The current applicable charges for City personnel shall be charged and an itemized bill will be sent to you. Rates for the personnel are listed in Exhibit A-2 to the Regulations.

- C. Optional Requested Services. ***Cost recovery may also be assessed if you are specifically requesting optional City services that would not otherwise be provided/required for your event.*** (One example might be if you would like to have two ambulances at your event even though the City would only require you to have one ambulance based on the expected number of attendees.)

Please state whether you would like to request specific City services for your event:

1). Pittsburgh Police (security, traffic, parking control): None: _____

2). Pittsburgh Emergency Medical Services: None: _____

3). Pittsburgh Fire Bureau: None: _____

4). Department of Public Works: None: _____

If you are requesting optional services, such fees will be included on your cost recovery invoice prior to your receipt of your permit.

VI. MISCELLANEOUS

- A. As noted throughout this Application, you may be required to contact other government agencies for permits relating to your event. If applicable, it is helpful for the Special Events Committee to know which agencies you have already contacted:

NOT APPLICABLE: _____

Please circle the agencies below that you have already contacted and indicate for those circled agencies whether or not you have received permits. Please attach any of those permit copies to this Application.

Agency:	Permit received	
	<u>Yes</u>	<u>No</u>
Allegheny County	___	___
Commonwealth of Pennsylvania DCNR	___	___
Port Authority Transit	___	___
US Coast Guard	___	___

Federal Aviation Administration _____

US Army Corps of Engineers _____

B. Indigency: In accordance with Chapter 471.06(d) of the Pittsburgh City Code, no application fee or cost recovery charges shall be assessed to an individual group or organization holding a **First Amendment Activity** as defined in Chapter 471/Regulations if a notarized indigency affidavit is submitted. The affidavit is attached hereto as Attachment I and should be submitted after you receive your invoice from the City to determine recovery costs. If you are unable to submit the original application fee, you can submit the affidavit at the time of your application.

C. Insurance:

a. Pursuant to Section VIII of the Regulations, due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions:

i. All Athletic Competition Events (as defined in the Regulations).

ii. Any Special Event involving animal(s), fireworks, automobile(s) or other vehicle(s), including but not limited to watercraft, aircraft, or motorcycles, or the sale of food. Additionally, requests made by applicants to use the following City equipment: sound equipment, showmobile, transstage, or transbleachers.

Where required, 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 hereto as Attachment K 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 CITY as an additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to CITY:

	Individual Occurrence	Aggregate
General Liability		
Bodily injury, including death	\$ 500,000.00	\$1,000,000.00
Property damage	\$ 50,000.00	\$ 100,000.00

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

b. 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. Such insurance shall be evidenced on the certificate of insurance provided to the Mayor's designee with this Application as Attachment J.

Is insurance required for this event? Yes:_____ No:_____

D. Indemnification statement:

Where insurance is required per VII.C (a) or (b) of this Application, the Applicant on behalf of any himself/herself and/or other persons, organizations, firms or corporations on whose behalf the application is made, when filing a permit application shall represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City 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. In such circumstances, Attachment K must be completed and attached to this Application.

Is this indemnification statement required for your event? Yes:_____ No:_____

E. Final Statement. Is there any other information you would like the Special Event Committee to consider or be aware of pertaining to your event? (Optional).

PLEASE CONTINUE TO NEXT PAGE

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 City's 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 the City of Pittsburgh that are incurred by the City or on behalf of the event.

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

Please continue to next page.

CHECKLIST OF ATTACHMENTS

ATTACHMENTS	TITLE	ALWAYS REQUIRED/MUST BE SUBMITTED	REQUIRED ONLY IF APPLICABLE TO YOUR EVENT	ATTACHED HERETO (Please check if attachment is completed and being submitted with this Application)
A	APPLICATION FEE	X (absent indigency waiver.)		
B	SITE PLAN	X		
C	ROUTE AND TRAFFIC PLAN		X	
D	PERMISSION FROM ORGANIZATION/SPONSOR TO HOLD EVENT IF DIFFERENT FROM APPLICANT		X	
E	PERMISSION FROM PRIVATE PROPERTY OWNER TO HOLD EVENT		X	
F	CLEAN-UP PLAN	X		
G	LIST OF PARADE MARSHALLS/VOLUNTEERS		X	
H	ADDITIONAL PERMITS		X	
I	NOTARIZED INDIGENCY AFFIDAVIT		X	
J	INSURANCE CERTIFICATE(S)		X	
K	INDEMNIFICATION STATEMENT		X	

DOCUMENTS SHOULD BE ATTACHED TO THIS APPLICATION IN THE ORDER LISTED ABOVE AND MARKED WITH THE CORRESPONDING ATTACHMENT LETTER AND TITLE. IF REQUIRED ATTACHMENTS ARE MISSING, THE APPLICATION WILL BE RETURNED TO YOU IN ITS ENTIRETY WITH AN EXPLANATION AS TO WHICH ATTACHMENTS MUST STILL BE COMPLETED.

AN INDIGENCY AFFIDAVIT AND INDEMNIFICATION STATEMENT ARE ATTACHED FOR YOUR CONVENIENCE. THEY SHOULD ONLY BE RETURNED WITH THE APPLICATION IF APPLICABLE TO YOUR EVENT.

IF YOU HAVE ANY QUESTIONS AS TO WHETHER A PARTICULAR ATTACHMENT IS NEEDED, PLEASE CONTACT THE MAYOR'S OFFICE/SPECIAL EVENTS COMMITTEE.

Attachment K: Indemnification statement
Please turn in with application if applicable.

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 City 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: