

**SOUTHSIDE WORKS  
SURFACE LOT  
SPECIAL EVENT PERMIT APPLICATION 2012**

Return to: **PAMELYN MCMAHON & ROSE PAPUGA**  
SouthSide Works Phone: (412) 481-8800  
424 S. 27<sup>th</sup> Street Fax: (412) 481-1786  
Suite 300  
Pittsburgh, PA 15203  
[Pamelyn@esoffer.com](mailto:Pamelyn@esoffer.com)  
[Rpapuga@esoffer.com](mailto:Rpapuga@esoffer.com)

This application must be fully completed, signed and forwarded to SouthSide Works at least six **(6) MONTHS BEFORE** your 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. 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.**

Plases 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 your event. More information on fees, including the requirement to pay all fees due to SouthSide Works prior to your event, can be found in the attached Regulations.

**EVENT INFORMATION**

1.	Event Name_____
2.	Event Type (circle all that apply) Parade Festival Run Walk Exhibition Theater Marine/River Race Ride Dance Drama Musical Event Other: _____
3.	Event Date(s): _____ Day(s) of the week: _____

Race/Walk or Event Start Time : \_\_\_\_\_

4a. Facilities to be used (circle):            Park    Street    Sidewalk    River            Private  
Property

5. Federal Tax ID#: \_\_\_\_\_ Pittsburgh Tax ID: \_\_\_\_\_

6. Set-up Times: Begin: \_\_\_\_\_ am/pm    Dismantle: \_\_\_\_\_ am/pm

7. Estimated Crowd: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

**APPLICANT INFORMATION**

8. Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

Address & Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers:        Office: \_\_\_\_\_ Cellular: \_\_\_\_\_

   Fax: \_\_\_\_\_

9. Billing Name: \_\_\_\_\_

Address & Zip Code: \_\_\_\_\_

10. Event On-Site Contact Person: \_\_\_\_\_

Phone Numbers: Cellular: \_\_\_\_\_ Office: \_\_\_\_\_

**LOCATION INFORMATION**

11. Specific Location of Event: (Name/Address, Park or Facility)

12. Describe event to be held:

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13. If Parade, Race , Walk or March – List route to be used, and/or streets to be closed.  
**Please Attach Map(s).**

A free website to use for maps is [www.usatf.org/routes](http://www.usatf.org/routes).

14. Site plan – must be included with this application so we can access any additional needs an event may have.

Are you setting up tents at your event? Yes\_\_\_\_\_ No \_\_\_\_\_

If Yes, what size are the tents? \_\_\_\_\_

NOTE: Certificate of flammability are required for all tents over 10 X 10

**\*\*\*\*\*PLEASE NOTE YOU WILL HAVE TO FILL OUT A SEPARATE SPECIAL EVENTS PERMIT FROM THE CITY OF PITTSBURGH IF YOUR EVENT GOES OFF OF THE SURFACE LOT. THIS PERMIT REQUEST IS FOR USE OF THE SURFACE LOT LOCATED BETWEEN SIDNEY STREET AND TUNNEL BLVD. AT 26<sup>TH</sup> STREET. \*\*\*\*\***

VISIT [http://www.pittsburghpa.gov/police/special\\_events\\_permit.htm](http://www.pittsburghpa.gov/police/special_events_permit.htm)

## ENTERTAINMENT

15. Sound System (circle one) Acoustic Amplified

Describe Entertainment: List of entertainers/bands to perform at event:

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**VENDING & SALES**

16. Any Vending or Sales? Yes \_\_\_\_\_ No \_\_\_\_\_

Circle all that apply: Food Beverage T-Shirts/Hats Button  
 Books Balloons Other: \_\_\_\_\_

Beer/Liquor/Wine - EXTENSION OF PREMISES PERMIT IS REQUIRED THROUGH LIQUOR CONTROL ENFORCEMENT.

ALL REQUESTS ,MUST BE SUBMITTED TO THE LCE 60 DAYS IN ADVANCE

FOOD - Permit is required from the Allegheny County Health Department.

**REQUIRED MAINTENANCE, SECURITY AND OPERATIONS ASSISTANCE**

**MAINTENANCE/CLEAN-UP PLAN:**

All events are required to hire Service Master as their clean-up company and the extent of the clean-up will be assessed based on this application.

Service Master contact: Michael Bekedik 412-  
 \*\*Clean-up request must be made 60 days prior to the event.

**Recycling:** 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**

**SECURITY:**

All events are required to hire a security guard through SouthSide Works. Number of hours and guards will depend on the event.

SouthSide Works Security Contact: Deborah Mooney 412-431-0537

\*\*Security requests must be made and confirmed atleast 30 days prior to the event.

**OPERATIONS:**

All events are required to hire a SouthSide Works operations team member to assist with day of requests. The rate is \$30/HR.

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

	<b>Individual Occurrence</b>	<b>Aggregate</b>
<b>General Liability</b>		
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.

- a. **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 SouthSide Works and/or the City of Pittsburgh that are incurred on behalf of the event.

If I cancel my event, I will notify the SouthSide 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.

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SIGNATURE OF APPLICANT

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DATE

(PRINT NAME:-----)

\* This Application MUST be signed prior to submission or it will not be considered completed.

**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 Urban Redevelopment Authority 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.

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Applicant as authorized representative/agent  
for the sponsor/organization of the  
Event.

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Date:

## Event Checklist

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

- Attach permits, if applicable:**
  - Tent
  - Food
  - Alcohol
  - Street Closure
  
- Site Plan submitted**
  
- Service Master clean-up crew hired**
  
- SouthSide Works Security hired**
  
- Insurance Certificates for Soffer and URA submitted**
  
- Special Events Permit received from the City of Pittsburgh, if applicable**