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**BUREAU OF STATE PARKS**

Prospective Event Coordinators:

Thank you for your interest in Point State Park. I am pleased to present you with the Point State Park Special Event Guidelines, fee schedule and application to assist you in planning your event at Point State Park.

Point State Park is a 36-acre State Park and a National Historic Landmark located at the confluence of the Monongahela and Allegheny rivers in the heart of downtown Pittsburgh and Three Rivers Park. The Park was conceived as an iconic symbol commemorating the three rivers and the historical role it played in the Nation's beginnings. Today, this historic park continues to play an important role as a historic site, place for gathering, recreation, celebration and reflection.

The Pennsylvania Department of Conservation and Natural Resources (DCNR) works cooperatively with the City of Pittsburgh in its management of special events on Point State Park. As a National Historic Landmark, significant natural 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. They will be incorporated into your event planning and reflected in your permitting with DCNR and your Special Event Permit Application to the City of Pittsburgh. If you would like to proceed with your event, please complete and sign the attached application and return it to the Park office.

Sincerely,



Kevin P. Blair  
Park Manager  
Point State Park

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conserve      sustain      enjoy

# SPECIAL EVENT GUIDELINES

## POINT STATE PARK

### I. EVENT PERMITTING PROCESS

All events occurring within the boundary of Point State Park require a written agreement with the Department of Conservation and Natural Resources (DCNR) and a City of Pittsburgh Special Events Permit. City of Pittsburgh Special Events Permit information can be found at:

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

A copy of the approved City of Pittsburgh Special Events Permit must be supplied to the park within 14 calendar days prior to event set up.

An event is defined as any group activity of twenty (20) or more people or any activity of less than twenty (20) people requesting use of a specific area of the PARK. All events occurring within Point State Park must be free and open to the public.

In order to provide adequate time for administration of all agreements and permits needed to hold an event in Point State Park, all applications to DCNR must be submitted at least 90 days before the first date of the proposed event.

The written agreement with DCNR is not limited to, but will contain the following:

- Term of the Agreement
- Liability Insurance Requirement
- User Risk Management Plan
- Payment Requirements
- Special Conditions

Upon deciding to hold an event at Point State Park, the event SPONSOR will need to take the following actions to secure an event permit from DCNR:

1. Event SPONSOR shall read Special Event Guidelines and completely fill out and sign the Special Event Application attached within this packet and return it to the PARK.
2. Once the PARK receives the completed Special Event Application, it will be reviewed and a response will be forwarded to the event SPONSOR in a timely manner.
3. Approved events will have 14 calendar days, from notification, to complete the necessary paperwork for the contract. After 14 calendar days, the application will be considered null and void. If the SPONSOR wishes to continue with the process, a new application will need to be submitted.

4. Approved events will receive an electronic draft of the event contract for the event SPONSOR to review. It is the SPONSOR's responsibility to respond in a timely manner with an approval and any questions or concerns.
5. Final paper copies of the event contract will be forwarded to the SPONSOR upon approval of the electronic draft. It is the SPONSOR's responsibility to return the required documents to the PARK in a timely manner.
6. Upon receipt of the properly signed documents, the event dates will be secured pending all requirements are met in a timely manner.

Events dates will be awarded on a first-come first-served basis, depending on availability, with preference given to events that align with DNCR and Bureau of State Parks' mission. Only one (1) event will be permitted per calendar day inclusive of set up and tear down. It is recommended to contact the PARK twelve (12) to eighteen (18) months in advance of the proposed event date to ensure the date selected is available. The Park Manager shall have sole discretion in awarding special event dates, and dates will be awarded only after the above process is complete.

A minimum four (4) week rest period is required between large events. A minimum two (2) week rest period is required between medium events. These rest periods include set up and tear down days. These mandatory rest periods will allow time for PARK resources to recover and any repairs/maintenance to be completed. **NO EVENTS WILL BE PERMITTED IN THE MONTH OF OCTOBER TO ALLOW PARK STAFF TIME TO COMPLETE YEARLY PARK REHABILITATION PROJECTS.**

## **II. GENERAL EVENT RULES**

**RULES AND REGULATIONS:** All special events must adhere to Pennsylvania Bureau of State Parks Rules and Regulations, in addition to City of Pittsburgh Special Events Permit conditions. A copy of State Park Rules and Regulations can be found at: <http://www.dcnr.state.pa.us/stateparks/findinfo/rulesregs.aspx>.

**SPONSOR RESPONSIBILITY:** The SPONSOR is fully responsible for any and all happenings associated with their event to include set up, tear down, and actual event days. It is the SPONSOR's responsibility to furnish each vendor with a copy, and ensure compliance with, the Point State Park Special Event Guidelines.

**PARK INSPECTIONS:** Event SPONSORS are required to conduct a walkthrough with Park Manager or designee at least seven (7) days before set up and within seven (7) days following tear down of event equipment and clean up. Any damage should be noted by SPONSOR at the time of initial walkthrough. Failure to note damages may result in restitution charges after event. No event set up shall start before initial walkthrough is completed. It is the SPONSOR's responsibility to contact the PARK office to schedule said inspections.

**DISPLAYS:** No displays, signs or other feature will be of a publically offensive nature to a reasonable person of normal sensitivities. Determination will remain with DCNR as to what will be allowed. Displays shall be non-ground penetrating.

**VEHICLES:** Vehicles are not permitted in Point State Park. Loading and unloading of event set up vehicles will take place along Commonwealth Place in the PARK's drop off area, or in the designated stage area at the intersection of Commonwealth Place and Fort Duquesne Boulevard. The only exception to this will be for event set up and tear down between the approved hours of 6:00 PM and 6:00 AM. Vehicles found on the Park outside of the approved hours and area will be towed immediately.

Event vehicles will adhere to the following:

- Event set up and tear down vehicles will only be permitted during the hours of 6:00 pm and 6:00 am to alleviate visitor impact and provide enhanced visitor safety.
- Vehicle weight will be limited to 5 ton total GVW on the walkways and 15 ton total GVW on the wharfs. The Portal Bridge weight limit is 15 tons total GVW with travel restricted to the center of the bridge only and one vehicle at a time on the bridge.
- Only off road utility vehicles, such as a John Deere Gator or Kawasaki Mule, with pneumatic turf tires outfitted to minimize lawn damage, can travel on the lawn for set up, tear down and servicing vendor booths. These utility vehicles are also permitted to travel on the paved pathways and across the Portal Bridge. Use of a forklift with pneumatic tires shall be requested by SPONSOR and considered by Park Manager on a case-by-case basis. Approval for use will be for paved pathways only and will be in writing. **At no time shall these vehicles be authorized outside of the permitted event area.**
- With the exception of the stage area near Commonwealth Place, no tractor-trailers will be permitted in the PARK. Any SPONSOR wishing to utilize another area of the PARK for portable stage set up shall submit a plan to DCNR, and request shall be approved or denied in writing.
- Emergency vehicles shall be permitted and parked only in areas designated by Park Manager.
- Pedestrians in the PARK have the right of way at all times. Any event utilizing vehicles shall yield to pedestrians, drive at slow speeds (not greater than 5 mph) and use hazard lights at all times.

**PARKING:** Parking is not authorized in Point State Park, except within the PARK's parking concession located off of Commonwealth Place between Fort Pitt Blvd. and Blvd. of the Allies. There is a fee associated with this concession. This includes event planning meetings, set up, tear down and event days.

**RESTROOMS:** Event SPONSORS are required to provide temporary restroom facilities for their events. Total number of restroom facilities shall be in accordance with limits set forth by manufacturers and in accordance with anticipated attendance of event. SPONSOR shall secure temporary restroom facilities for all medium and large events.

**EVENT RENTAL EQUIPMENT VENDORS:** All vendors that provide event equipment rental services on the PARK, for SPONSOR, must have or obtain a Commercial Use License from DCNR. This license allows vendor to do business on Commonwealth property. It is the SPONSOR's responsibility to ensure the vendor receives the information necessary to obtain a Commercial use License from DCNR. Commercial Use License must be fully executed a minimum of fourteen (14) calendar days prior to event set up. If license is not obtained and all necessary documentation on file, vendor will not be allowed to enter the Park.

**FOOD/MERCHANDISE/PROMOTIONAL 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. A list of all vendors shall be kept and made available upon the request of the Park Manager, containing vendor name, contact information and tax id.

**PAYMENTS:** All event SPONSORS are required to make all required payments by deadlines set forth according to the schedule of fees. If payment is not made, Park Manager reserves the right to terminate the agreement and cancel the event. Payments include all administrative fees, event fees, and refundable security guarantees. Any event SPONSOR that has an outstanding bill or payment due from a previous event will not be permitted to hold a special event until all payments are received by Park Manager. Late payments will be subject to an 18% late fee assessed per day to the remaining balance until paid in full.

**STREET CLOSURES:** All street closures of Commonwealth Place that block access to PARK's parking concession shall compensate concessionaire equal to rental of said area for total number of days closure is in place.

**PARK SERVICES COST RECOVERY:** Event SPONSOR shall make arrangements for all operations necessary to hold special event. These include, but are not limited to: set up, tear down, refuse collection and removal, security, emergency medical services and utility distribution for event use. Use of DCNR personnel or City of Pittsburgh DPW personnel assigned to Point State Park must be requested in writing to Park Manager. Approval or denial will be issued in writing with Park services cost recovery estimate.

Certain PARK services are mandatory to ensure protection of PARK resources. These services are listed in Section IV Special Event Schedule of Fees for Point State Park, and will be assessed prior to event start date.

**CANCELLATIONS:** All special events are scheduled to take place regardless of weather. No refund of event fees will be issued due to event cancellation.

**REFUSE AND RECYCLING:** SPONSOR is responsible for all refuse in the event area each day SPONSOR is on the Park to include set up, event day(s) and tear down. All refuse must be removed from event area and properly disposed of. SPONSOR shall coordinate with and utilize Park's waste disposal services in accordance with the fee schedule. BUREAU reserves the right to invoice SPONSOR for cleanup of event area if SPONSOR's cleanup is found to be inadequate by Park Manager or designee. **Recycling is required for all events.**

**PARK INFORMATION BOOTH:** PARK reserves the right to set up and operate an information booth during events. SPONSOR shall coordinate location of information booth with Park Manager or designee.

**GRILLING:** Charcoal grills are strictly prohibited. Gas grills may be allowed in the PARK for use during events. Use of grills may be requested by SPONSOR and considered by Park Manager on a case-by-case basis. Requests and approvals shall be in writing.

**ALCOHOL:** Point State Park is alcohol free. Sponsor shall not have any type of alcohol on the PARK or utilize any type of promotion from a company affiliated with alcoholic beverages.

**EVENT CATEGORIES:** Special events occurring in Point State Park will be assigned to one of the following categories

Charitable Small (20 – 500 attendees)	Events that are directly associated with fundraising for the entity which is established as a not-for-profit corporation and which has been granted Federal tax-exempt status. All profits from these events are donated to charity. Events that claim Charitable status will be required to identify profiting charity, % of proceeds donated, and any other necessary information.
Charitable Medium (501 – 5000 attendees)	
Charitable Large (>5000 attendees)	
General Small (20 – 500 attendees)	Events such as, but not limited to, music performances, exhibitions, arts and craft shows that are free and open to the public and do not constitute Charitable or Promotional/Commercial Events. These events do not generate any profit for SPONSOR.
General Medium (501 – 5000 attendees)	
General Large (>5000 attendees)	
Promotional/Commercial Small (20 – 500 attendees)	Events that seek to promote, advertise, or introduce a product, corporation, company or other commercial entity to either the general public or to a portion of the general public. These events generate a profit for SPONSOR.
Promotional/Commercial Medium (501 – 5000 attendees)	
Promotional/Commercial Large (>5000 attendees)	
Wedding Small (20-250 attendees)	Events that include a wedding ceremony and/or reception.
Wedding Large (>250 attendees)	

**EVENT AREAS/CAPACITIES:** The following areas of Point State Park are authorized areas within the PARK to hold special events.

City-Side Lawn	17,000 maximum
Allegheny Wharf	3,350 maximum
Allegheny Wharf Amphitheater	150 maximum
Monongahela Wharf Amphitheater	150 maximum
Overlook	100 maximum

### III. EVENT SET UP AND TEAR DOWN

It is the mission of DCNR to respect the historical and cultural resources of the PARK at all times including but not limited to; the Fort Pitt Block House, the Fort Pitt Museum, the Portal Bridge, Reflecting Pool and the Point State Park Fountain. To this end, access and sightlines to the Museum, Block House, and the Fountain shall be maintained during all events. No tents, kiosks, trucks, parking, service areas, temporary restroom facilities or other objects may be placed in front of the Museum/Block House area or on the upper and lower Fountain plazas. In addition, nothing may block access to the Portal Bridge and the view of the Fountain through the Portal Bridge.

**GROUND PENETRATIONS:** Due to PARK's infrastructure and archeological resources, no ground penetrations will be permitted. Approval shall be obtained to fasten any rope, sign, banner, flyer or other object on any structure within the PARK, including but not limited to trees, light poles, and benches.

**TIME PERIODS:** Maximum set up and tear down periods are outlined in the below table.

Large Events	3 Days
Medium Events	2 Days
Small Events & Weddings	1 Day

**SET UP MAP AND SCHEDULES:** A detailed set up map and load in/out schedule shall be submitted for review by Park Manager **fourteen (14) calendar days prior** to first day of set up. Map shall include any item that will be placed in the PARK by the event. Schedule shall include dates/times of all deliveries, booth set ups, and which entrance will be utilized for said delivery.

**WEATHER CONSIDERATIONS:** In extraordinary weather conditions, DCNR may require modifications to how events are set up and torn down and how vehicles are used in order to minimize lawn damage. SPONSOR shall recognize that Point State Park is located in a flood plain and is often affected by extreme weather conditions. In the event of extreme weather conditions that would have an effect on visitor safety, DCNR reserves the right to close the park. SPONSOR shall make preparations in event set up ensuring that large numbers of visitors can evacuate if necessary.

**ENTRANCE BANNERS:** Placement of a banner on the portal bridge to promote sponsorship and identify the date(s) and time(s) of events may be permitted during certain periods of the year. DCNR cannot guarantee display of banners damaged by elements of the weather, vandalism, facility malfunction or other conditions not controlled by DCNR. Banners must meet the following criteria:

- Banners may be up to a maximum size of 12' high x 40' wide, with grommets along the top, a 4" high bottom pocket or weighted bottom and wind slits, made of a mesh material commercially by a DCNR approved supplier.
- All wording and design elements of the banner must be submitted in writing to DCNR for prior approval. Final determination as to whether a banner will be displayed is to be made by the Park Manager or designee.

- SPONSOR shall coordinate with Park Manager to have DCNR install event banners. Banners shall be installed no earlier than one week prior to the scheduled date of the event.
- SPONSOR shall coordinate with PARK to retrieve banner. DCNR will hold banners for no longer than fourteen (14) calendar days following event.

DISPLAY VEHICLES: Display vehicles may be allowed in PARK on a case-by-case basis. Requests and approvals shall be in writing.

FOOD/BEVERAGE CONCESSIONAIRES: These booths are only permitted to operate on the city side of the PARK. Booths may not block PARK Café seating area and Café will remain open at concessionaire's discretion. Limited booth placement on the waterside of the PARK may be requested in writing. Grease and gray water must be stored in tanks and disposed of offsite. Utilization of food trucks may be requested by SPONSOR and considered by DCNR on a case-by-case basis. Requests and approvals shall be in writing.

TENTS: Due to PARK's infrastructure and archeological resources, a non-ground penetrating method for securing tents shall be utilized. Water barrels are the preferred method of securing tents for short-term events (1-3 days). Concrete-filled buckets, concrete-filled PVC counterweights or water jugs may also be used as appropriate to size of tent, but will not be permitted on Park's hardened surfaces. DCNR will determine whether or not to require or prohibit the use of tent flooring depending on the duration of the event and type of vendor activity. DCNR may approve other tent locations and methods of securing tents if requested by SPONSOR. In the event of inclement weather conditions, DCNR may modify use of tents in order to protect turf and utilities.

UTILITY HOOKUPS: DCNR will endeavor to provide water and electrical service only on the city side of the PARK. Only designated utility hookups shall be used for power and water. DCNR will provide a listing of available utilities to event SPONSOR during the site visit. SPONSOR shall secure the services of a DCNR approved electrician to set up the electrical transformer for the stage. Generator use may be requested by SPONSOR and considered by DCNR on a case-by-case basis. Requests and approvals shall be in writing.

STAGES: The following conditions shall apply to events requesting to install a stage for performances.

- The maximum time for a stage to be set up is no longer than two (2) consecutive weekends (provided that performances are scheduled on both weekends).
- The type of stage, process and location is to be approved by Park Manager or designee.
- No busses and/or tractor-trailers will be permitted in the PARK. SPONSOR is responsible for locating parking for busses and trailers for the performers.



## IV. Special Event Schedule of Fees for Point State Park

**REFUNDABLE SECURITY GUARANTEE:** Each event SPONSOR shall furnish and keep in full force and effect, during the term of this Agreement, a refundable security guarantee made payable to the Commonwealth of Pennsylvania, 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 passbook saving account, irrevocable letter of credit, check, debit or credit card or another form acceptable to DCNR. Please note that checks will be deposited and refunded upon the successful completion of your event. Refunds may take up to 6-8 weeks to be processed.

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's resource and facilities. Said security guarantee must be provided fourteen (14) calendar days prior to the event's first set up day. Guarantee amounts are subject to change.

Charitable, General or Promotional Small (20 – 500 attendees)	\$5,000
Charitable, General or Promotional Medium (501 – 5000 attendees)	\$10,000
Charitable, General or Promotional Large (>5000 attendees)	\$25,000
Wedding, Small (20-250 attendees)	\$1,000 – Without vehicle \$5,000 – With vehicle
Wedding, Large (>250 attendees)	\$1,000 – Without vehicle \$10,000 – With vehicle

Event SPONSOR agrees, upon completion of each event, to return the PARK premises to DCNR in good condition. Upon completion of each event, the following conditions shall be fulfilled before SPONSOR will be released from its refundable security guarantee obligation, as set forth in the paragraph above:

- All payment of fees, damages, or any other amounts due to the DCNR by the SPONSOR have been made.
- All debris, rubbish, and discarded items have been removed from the PARK by SPONSOR.
- The entire event premises and facilities therein are clean and operable.
- All deficiencies found in the final inspection of the event premises by the DCNR have been corrected by SPONSOR.

DCNR shall issue an invoice outlining costs incurred by SPONSOR within thirty (30) days following an event's tear down. DCNR reserves the right to use the SPONSORS' 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. DCNR will not utilize security guarantee unless payment in full is not received by PARK by the due date of the invoice.

**SCHEDULE OF FEES:** (Prices are per calendar day and include set up days, event days, and tear down days.) Event fee due dates are based on the type of event. Charitable, General, and Promotional events are required to submit the invoiced event fee no later than fourteen (14) calendar days prior to the first day of event set up. Weddings are required to pay half (50%) of the invoiced event fee to schedule the date. The remaining balance is due thirty (30) days prior to the first day of event set up.

Event Category	City-Side Lawn	Allegheny Wharf**	Allegheny Wharf Amphitheater	Monongahela Wharf Amphitheater	Overlook
Charitable, Small (20 – 500 attendees)	\$250	\$250	\$200	\$200	\$200
Charitable, Medium (501 – 5000 attendees)	\$400	\$650	\$200*	\$200*	\$200*
Charitable, Large (> 5000 attendees)	\$1,000	\$650*	\$200*	\$200*	\$200*
General, Small (20 – 500 attendees)	\$350	\$350	\$250	\$250	\$250
General, Medium (501 – 5000 attendees)	\$500	\$750	\$250*	\$250*	\$250*
General, Large (> 5000 attendees)	\$1,000	\$750*	\$250*	\$250*	\$250*
Promotional/Commercial, Small (20 – 500 attendees)	\$3,000	\$2,000	\$750	\$750	\$750
Promotional/Commercial, Medium (501 – 5000 attendees)	\$3,500	\$2,500	\$750*	\$750*	\$750*
Promotional/Commercial, Large (> 5000 attendees)	\$5,000	\$3,500*	\$750*	\$750*	\$750*
Wedding, Small (20-250 attendees)	\$3000	\$2500	\$2000	\$2000	\$2000
Wedding, Large (>250 attendees)	\$5000	\$4000	X***	X***	X***

\* Requires rental of additional area to accommodate total event capacity

\*\* Rental includes Allegheny Wharf Amphitheater

\*\*\* Area not available for weddings.

#### **Fixed Rate Fees** (charges in addition to General Event Fees)

Services	Price	Comment
Letter of Authorization	\$25	DCNR Permit required for small events
Special Activity Agreement	\$50	DCNR Permit required for medium and large events
Banner Install/Removal	\$250	One-time fee for each individual event
Waste Removal	\$350	Per dump charge for 30-yard dumpster

## POINT STATE PARK SPECIAL EVENT APPLICATION

December 8, 2015

\_\_\_\_\_  
SPONSOR Name

is applying for use of Point State Park on the dates of

\_\_\_\_\_  
Month, Day, Year

for

\_\_\_\_\_  
Name of Proposed Event

The following information describes our proposed event:

1. Event Contact Person \_\_\_\_\_
2. Address of Contact \_\_\_\_\_  
\_\_\_\_\_
3. Telephone of Contact \_\_\_\_\_
4. Email Address of Contact \_\_\_\_\_
5. Requested Times of Event \_\_\_\_\_
6. Requested Set Up Dates and Times (Maximum of 3) \_\_\_\_\_
7. Requested Tear Down Dates and Times (Maximum of 3) \_\_\_\_\_
8. Estimated Number of Participants \_\_\_\_\_
9. Estimated Number of Spectators \_\_\_\_\_
10. Estimated Number of Vendors \_\_\_\_\_
11. Estimated Number of Tents \_\_\_\_\_
12. Which category does this event fall under?  
☐ General ☐ Charitable ☐ Promotional ☐ Wedding
13. Is this event expected to generate a profit? ☐ Yes ☐ No
14. Will the City of Pittsburgh be co-sponsoring this event?  
☐ Yes ☐ No ☐ Unsure

15. Location(s) in the Park Requested:

- ☐ Overlook   ☐ City-Side Lawn  
☐ Allegheny Wharf Amphitheater   ☐ Allegheny Wharf  
☐ Monongahela Wharf Amphitheater

16. Describe your event and list all activities that would be incorporated into this event. \_\_\_\_\_

17. If there is any additional information about your event and/or organization that you would like to provide, please do so in the space below. \_\_\_\_\_

NOTICE: A permit, when issued upon this application, and the right to exercise the privileges granted thereby, is subject to the regulations of the Pennsylvania Department of Conservation and Natural Resources (DCNR), the City of Pittsburgh, and Point State Park's Special Event Guidelines. Your signature on this application shall be sufficient evidence of your familiarity with these regulations and guidelines, and these conditions.

All requirements must be met prior to the first day of set up, to include payment of fees, evidence of Liability Insurance, and receipt of Refundable Security Guarantee. Failure to do so will be grounds for cancellation of event.

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Event SPONSOR or Representative/Title

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Date