

# Market Square Park, Downtown Pittsburgh

## Event Guide 2018



The following pages will provide information regarding the basics of running an event in Market Square. Please go over the guidelines and tips below **BEFORE CONTACTING THE PDP WITH ANY ISSUES.**

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### MANDATORY POLICIES THAT MUST BE OBSERVED BY ALL PARTIES:

**Vehicles** – Bollards blocking the Square entrance at both Upper and Lower Forbes Avenue may be lifted for vehicle access, but once in the Square a tarp, carpet, cardboard, etc. must be placed underneath the engine to prevent oil stains on the terrazzo.

**Tents** – All tents must be weighed down on all four corners by 160 lbs. total.

**Food** – Any food being prepared or served must have a tarp, carpet, etc. placed under the preparation/serving area to prevent stains on the terrazzo.

**Garbage/Recycling** – Renters/event organizers are responsible for disposing of their trash and/or removing it from the Square. Excess garbage is not to be left next to trash cans in Market Square.

**Damages** – Renter/event organizer will be held liable for any damage that occurs to Market Square during a permitted event, including but not limited to: tables/chairs, bollards, electric outlets, and/or the terrazzo.

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### PERMITS

#### **Special Event Permit – City of Pittsburgh**

- Apply for a Special Event Permit from the City of Pittsburgh for use of Market Square:  
<http://www.pittsburghpa.gov/special-events/permitting/index.html>  
*Permit applications must be submitted at least 14 business days in advance of the event. The City of Pittsburgh's permit application fee is \$125 USD. This fee must be paid in order for the application to be considered and does not guarantee permit approval.*
- When the permit application has been **approved**, the City will put you in contact with PDP for electrical access, equipment rentals, and logistical support.

#### **Market Square User Agreement**

- Fill out the *Market Square User Agreement*:  
[https://pittsburghdowntownpartnership.formstack.com/forms/market\\_square\\_user\\_agreement](https://pittsburghdowntownpartnership.formstack.com/forms/market_square_user_agreement)
- Once filled out, PDP will contact you with an invoice (if applicable) and to finalize any requests for power, logistical support, rentals, etc.
- Rental and/or Service Fees may apply to your requests; pricing as listed on User Agreement.
- PDP Contact: Keya Joseph, Manager of Special Events ([kjoseph@downtownpittsburgh.com](mailto:kjoseph@downtownpittsburgh.com))

#### **Parking Permits – Pittsburgh Parking Authority**

*The closest parking option in Market Square is the public parking spaces around the Square. There are a limited number of these spaces which can make obtaining them difficult due to high demand.*

However, if necessary, these spaces can be reserved from the PPA for a daily fee. To reserve these spaces:

- Visit: <http://www.pittsburghparking.com/meter-policies> > Meter Services > [Out of Service Meter Policy](#)
  - Complete and submit the “Out of Service Meter Policy” to the parking authority at least 2 weeks prior to the event.
  - When/if the request is approved and paid for, PPA will send an email with a Variance number and the number of no parking signs to be hung during your event. PPA will make the signs which can be picked up at the PPA office on Blvd of the Allies.
  - 24 Hours before your event, post the “No Parking” signs along the reserved area
  - In the event of an illegally parked car in a reserved space: Find and alert the police officer onsite in Market Square or call the Zone 2 Police Department at 412-255-2827 for assistance
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### PAPERWORK

- Please provide a Certificate of Insurance listing *Pittsburgh Downtown Partnership* as additionally insured to the PDP **at least 14 days prior** to the event date. Note that submission of this certificate **only satisfies PDP insurance requirements, and not the City of Pittsburgh's insurance requirements**; city requirements for insurance are detailed online and/or in the special events permit provided by the City.
- A copy of the approved city special events permit should be kept onsite at your event at all times.
- If parking is reserved, a copy of the PPA parking invoice/variance should be kept onsite at all times.
- Standard incident reports are suggested for reporting/documentation of any incidents that may occur (medical, vehicular, theft, etc.)

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### SAFETY & SECURITY

- If alcohol will be served at the event, a private security guard is **required**.
- There is a Zone 2 police officer frequently stationed in Market Square (this officer will not serve as a security guard for events serving alcohol)
- **IF THERE IS A MEDICAL EMERGENCY, FIRST CALL 911 IMMEDIATELY. THEN ALERT ANY POLICE OFFICER VISIBLE ONSITE**
- To report a theft that occurs in Market Square: Alert any police officer visible onsite or call 911 for assistance.
- For crimes/thefts in progress, and all medical issues/injuries/emergencies, **CALL 911 FIRST BEFORE TAKING FURTHER ACTION.**
- If the event will be expecting crowds of over 300 people, organizers should *highly consider* hiring private security.

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### TRASH DISPOSAL

- Renters/event organizers and all vendors are responsible for disposing all trash /any gray water related to the event (or removing it from the Square). **Excess garbage is not to be left next to trash cans in Market Square.**
- For events with 200 or more guests, trash related to the event is **required** to be sorted into recycling and garbage and arrangements are to be made by renters/event organizers for its collection/removal.
- To arrange trash collection services please contact the PDP or the City of Pittsburgh at least 14 days in advance to arrange pickup. **Fees apply.**

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### EQUIPMENT RENTALS

The PDP offers equipment rentals of a few commonly needed items to help facilitate events in Market Square. To request equipment or services, please indicate in Section 3 of the online *Market Square User Agreement*. **Fees Apply.**

- Materials available to rent include: a) pop up 10'x10' tents, b) 6' tables, c) folding chairs, and d) the Star Stage Tent.
- Rental costs as listed on the *Service/Equipment Rental Request Form*.
- Rentals are not guaranteed until availability has been confirmed and an invoice has been sent
- Equipment may not remain up overnight. If renting equipment for a multi-day event, installation of the rented equipment must occur each day. Fees apply for each installation, including if the rented equipment is removed after the initial installation and then installed again within the same day
- If rented equipment is damaged, lost, or stolen while in possession of the renter/event organizers, any repair and/or replacement costs will be charged accordingly.

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## ELECTRIC

Read the information below regarding Market Square Electricity very carefully.

- If electric power is required, renter/event organizer must provide any extension cords needed and adhere to safety and ADA requirements.
- All cords must be in safe condition and taped securely to the ground with duct tape laid perpendicular to the cord at every one foot length. All cords must lie flat without coils, wrinkles or kinks.

See attached map of electrical access points:

- Tree pits (25 pits x 2 plug points) 110V each – 16 amps per pit maximum. This is enough electric for ONE (1) standard plug.
- Black Box (4 circuits x 4 plug points) 110 V each – 16 amps per circuit maximum (each 4 outlet bank = 1 circuit).

If more electrical capacity than what is indicated above is required, THERE WILL **NOT** BE ENOUGH ELECTRICITY TO SUPPORT THE EVENT. Contact PDP to arrange use of a 60 amp power source for large electric needs; however the **organization must be working with a licensed electrician in order to use the 60 amp power source. Fees apply.**

Please be aware that the PDP is not responsible for helping out renters/event organizers with power on the day of events and has no ability to fix any non-functioning outlets as they are City of Pittsburgh property. **It is recommended that a time is set up to visit Market Square in advance of scheduled event to finalize layout and verify any required electric access points are operational.**

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## VENDORS AT MARKET SQUARE EVENTS

Renters/event organizers may work with any food/merchandise vendors during an event (provided all vendors were listed on approved City special event permit). However, **renters/event organizers assume full responsibility for vendor actions while they are operating under a permitted event**

*Vendors must be made aware of these mandatory rules:*

1. Vehicles – If vendors are bringing a vehicle onto the Square, the bollards can be lifted by PDP personnel to allow vehicle access, but a tarp, carpet, cardboard, etc. must be placed underneath the engine to prevent oil stains on the terrazzo.
2. Tents – All vendor tents must be weighed down on all four corners by 160 lbs. of weight total.
3. Food – Any vendors preparing/serving food must place a tarp, carpet, etc. under the preparation/serving area to prevent stains on the terrazzo. This covering must be full surface and must be one piece. **Renters/event organizer will be responsible for all fees associated with cleaning/power washing any stains from food vendors.**
4. Clean-up – Vendors are responsible for disposing of all trash and gray water produced by their operation (or removing it from the Square). **Excess garbage is not to be left next to trash cans in Market Square.**
5. Electric – If electric power is required, vendors must bring their own extension cords and adhere to safety and ADA requirements. All cords must be in safe condition and taped securely to the ground with duct tape laid perpendicular to the cord at every one foot length. All cords must lie flat without coils, wrinkles or kinks. Please see Electric section above for power availability.
6. Damage – Renter/event organizer will be held liable for any damage to Market Square, including by not limited to: tables/chairs, PDP tents/tables/etc., bollards, electric outlets, and terrazzo (liability can be passed on to individual vendors at renter/event organizer's discretion).

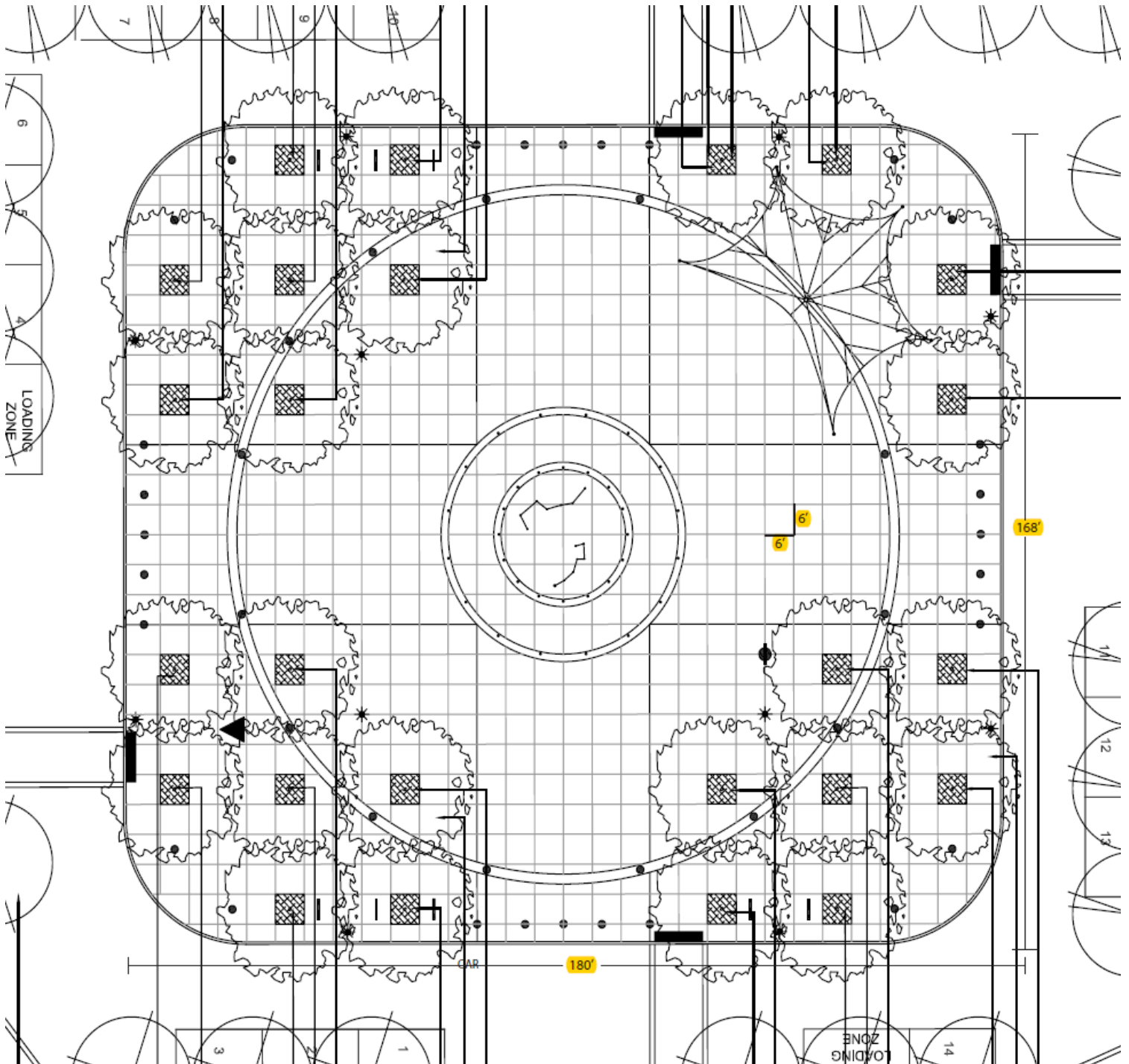
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## MAP OF MARKET SQUARE WITH SPECS:





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## MAP OF ELECTRICITY ACCESS POINTS:

