



Schenley Plaza Event Rentals

The Schenley Plaza Oval with Tent (Maximum Capacity: 400 standing / 250 seated / 4,275 ft²)

This large paved space is located directly across the street from the Mary Schenley Fountain and offers a grand view of the impressive 46-story Cathedral of Learning on the University of Pittsburgh's campus. The space is ideal for weddings, receptions, fundraising dinners and concerts. A permanent oval tent (68' x 80') with clear sides provides protection from the elements. The side panels may be opened or closed based on the needs of the event.

The Emerald Lawn (Maximum Capacity: 5,000 standing / 41,100 ft²)

Taking up the foremost space in the Plaza, this one-acre lawn is a great location for large-scale events, such as concerts, graduations or large festivals. The Garden along Forbes Avenue provides a decorative border and buffer from the street. As the most popular and highly trafficked area in the Plaza, the availability of the Lawn is limited depending on its condition. Weather conditions on the day of and prior to an event may also limit its availability.

The Garden (Maximum Capacity: 125 standing / 22,500 ft²)

Bordering the Lawn, the Ornamental Garden is an ideal gathering spot for smaller groups that want a more intimate setting. The Garden can fit approximately 40 people on the unique hand-carved cedar benches. It also provides an elegant backdrop for wedding photos.

PNC Carousel (Maximum Capacity: 17 seated)

The PNC Carousel is an exciting destination in the Plaza. Its colorful menagerie of animals ranges from a triceratops to a tiger. This Plaza amenity is reminiscent of the historic carousel that used to grace Schenley Park at the turn of the 20th century. The Carousel is perfectly suited for a birthday party or other events for the young at heart.

Library Bosque (Maximum Capacity: 1,000 Standing / 20,000 ft²)

Located between the Emerald Lawn and the Carnegie Library of Pittsburgh's Main Branch along Schenley Drive Extension, the Library Bosque is a tree-lined respite where Plaza guests can relax under the shading branches of stately London Planes. The Library Bosque is a perfect location for receptions and/or community events.

Mary Schenley Fountain – A Song to Nature (Maximum Capacity: 500 Standing / 8,000 ft²)

This historic area surrounding the Mary Schenley Memorial Fountain offers beautiful vistas of the Cathedral of Learning, the Carnegie Library and Museum complex, Mazeroski Field, and of course Schenley Plaza. *A Song to Nature* is the title of the famous sculpture that serves as the fountain's centerpiece. It offers an ideal location for wedding photographs, celebrations, and neighborhood gatherings.

Special Notes:

- Public events over 25 attendees must obtain a permit from the City of Pittsburgh through the Special Events Office 412-255-2641.
- Public events in need of street closures; EMS, Fire or Police services; barricades or fencing; or serving alcohol must obtain a City permit through the Special Events Office 412-255-2641.
- City of Pittsburgh's Special Event Application can be found here:
http://www.pittsburghpa.gov/police/special_events_permit.htm
- Other park locations can be rented through the following offices:

Department of Public Works

<http://pittsburghpa.gov/dpw/permit-info>

Walled Garden in Mellon Park

Riverview Chapel

Ball fields

Picnic Shelters

Department of Parks & Recreation

<http://pittsburghpa.gov/citiparks/>

Sports facilities (tennis courts, pools, ice rink)

Schenley Plaza Rules and Guidelines

Schenley Plaza is a public space. Members of the public who wish to use an area of the Plaza cannot be turned away. No event can completely close the Plaza to the public.

The following is prohibited in Schenley Plaza:

- Unauthorized Alcohol
- Drug use
- Organized sports on the lawn
- Walking dogs on the lawn or through the landscaped areas
- Bicycling, skateboarding, roller or in-line skating on the lawn or any of the pathways
- Harming birds, wildlife, park landscape or park property
- Amplified music, except by permit
- Performances, except by permit
- Commercial activity, advertising or photography, except by permit
- Obstructing park entrances and walkways
- Barbequing
- Feeding the pigeons
- Panhandling
- Rummaging in the waste or recycling receptacles
- No staking of any kind permitted in the Emerald Lawn

Schenley Plaza Event Guidelines

Alcohol at an Event: Alcohol must be served by a bartender of a licensed Pittsburgh Parks Conservancy (hereafter known as PPC) pre-approved caterer. See attached list of PPC permitted vendors.

Bathrooms: Schenley Plaza's bathroom facilities are open to the public during regular Plaza hours. The women's restroom has two toilets, and the men's restroom has one toilet and a urinal. Events of a certain size will be required to rent portable toilets. See attached list of PPC permitted vendors.

Chairs: The chairs and tables in the Plaza are open to the public for use at all times and are not available for rental or use at private events unless pre-approved by PPC.

Decorations: Decorations are permitted as long as they are freestanding, able to be hand-carried, and may be set up and torn down during the allotted time. At no time may streamers, banners, garland, etc. be attached in any way to any Schenley Plaza property. Decorations must be pre-approved by PPC.

Drop-off/Pick-up: The Plaza and its surrounding sidewalks should remain available to the public at all times unless there is a danger to the public or a brief closure is absolutely unavoidable. NO cars or trucks are permitted to remain inside any section of the Plaza for the duration of an event. The Schenley Plaza property, horticulture and equipment must be protected from any damage. The PPC will direct you to appropriate areas for deliveries and pick-ups.

Electric: There are outlets available throughout the park. All electrical equipment to be used must be approved by PPC. Electrical lines will not be permitted to cause a safety hazard to the public.

Equipment Rental: Audio, visual, stage, tables, chairs, extra tents, and miscellaneous items may only be rented through PPC pre-approved vendors. See attached list of PPC permitted vendors. **A site plan indicating the location of all tents, equipment and seating must be submitted to PPC.**

Food: Food service must be catered by a pre-approved PPC caterer. See attached list.

Hours: Events must take place between the hours of 8:00am and 11:00pm.

Insurance: Special Event Liability insurance will be required for all events. For events that include alcohol, alcohol liability must be included. Pittsburgh Parks Conservancy and the City of Pittsburgh must be listed as Additional Insured.

Parking: Metered parking spaces are provided along the perimeter of the Plaza, however, at no time shall any event completely block access to the roadways surrounding the Plaza without the consent of the PPC as well as the City of Pittsburgh. There are several parking garages located throughout Oakland. Valet service can be arranged at Client's expense through PPC pre-approved agencies. See attached list of PPC permitted vendors.

Photography and filming: Commercial photography and filming requires a written permission from PPC. The fee will be assessed based on the appropriateness to the Plaza, interruption of the public's use of the Plaza, crew size, complexity of set-up, amount of equipment brought into the Plaza and the space used in the Plaza.

Security: A security guard and/or PPC employee will be provide for all events. Any event requiring additional security will be paid at Client's expense through PPC site services. Cost will be dependant on the size and duration of the event.

Sanitation and Maintenance: All debris generated by an event must be removed from the Plaza prior to leaving the premises. If events require additional sanitation/maintenance staff, the expenses will be the event's responsibility. PPC will arrange for the appropriate sanitation/maintenance staff. Cost will be dependent on the size and duration of the event.

Signage: Any and all signage used for the event must be first approved by PPC.

Sound: Music and entertainment content for all events must be pre-approved by PPC. Entertainment (including all presentations, stages and audio visual equipment) must be erected to face northeast towards Forbes Avenue at a decibel limit to be pre-approved by the PPC (based on City Code 601.04).

Teardown: All rented equipment must be removed from the Plaza immediately following the event.

Waste and Recycling: There are waste and recycling bins placed throughout the Plaza. For larger events we recommend contacting PRC (412-773-7161 / www.prc.org) for sustainable options.

Water: Non-potable water is available at the Plaza and accessed through a garden hose.

Weather: Events are rain or shine. Rain dates are not typically given.

Wireless: Wireless internet is available anytime that Schenley Plaza is open. Schenley Plaza has free non-secure wireless internet access for users of laptops and handheld devices with a compatible Ethernet card or built-in wireless capability.

Preferred Vendor List for Schenley Plaza Events

Caterers

The Porch

221 Schenley Drive
Pittsburgh, PA 15213
412-687-6724

www.theporchatschenley.com

*holds liquor licenses for the tent

Conflict Kitchen

221 Schenley Drive
Pittsburgh, PA 15213
412-802-8417

www.conflictkitchen.org

Asia Tea House

4230 Forbes Avenue
Pittsburgh, PA 15213
412-694-2205

Opa Gyros

4208 Forbes Avenue
Pittsburgh, PA 15213
412-687-4976

Waffallonia

4212 Forbes Avenue
Pittsburgh, PA 15213
412-685-4081/waffallonia.com

NOTE: Preferred caterers will work with all dietary needs. If a dietary needs cannot be met within this list, other arrangements can be made with PPC's approval.

Equipment Rental

Eventioneers

(tents, chairs, tables, linens, place settings)
11171 Perry Highway
Wexford, PA 15090
724-766-6531/www.eventioneers.com

Event Source

(chairs, tables, linens, place settings)
PO Box 2538, Cranberry Township,
Pennsylvania 16066
412-809-8100/www.eventsource.net

All Occasions Party Rental

(tents, chairs, tables, linens, place settings)
1060 Montour West Industrial Park
Coraopolis, PA 15108
412-788-8100/www.allparty.com

Party Savvy

(chairs, tables, linens, place settings)
4315 Old Wm. Penn Highway
Monroeville, PA 15146
412-856-8368/www.partysavvy.com

Flyspace (stage rental)

Cory: 412-724-544-0404
Jennifer: 412-600-9116
www.flyspaceproductions.com

Hollowood (sound rental)

412-771-3060

Pennsylvania Resources Council

(waste & recycling)
412-773-7161/www.prc.org

Mr. John of Pittsburgh

(portable restrooms)
1220 McKee Street
Stowe Township, PA 15136
412-771-6330/www.mrjonpit.com

NOTE: If tents are used, they must be weighted with water barrels. Tent staking or staking of any kind is not permitted on the Emerald Lawn.

Valet Service

Jay Becker Parking Service

PO Box 114
Morgan, PA 15064
412-221-5117/www.beckerparking.com

Pro Valet

203 Fieldstone Drive
Glenshaw, PA 15166
412-486-8353