



NEIGHBORHOOD FESTIVALS

Neighborhood Festival Guidelines

Festivals must adhere to the following guidelines in order to be eligible for funding:

1. The neighborhood festival must occur on marathon weekend. Marathon weekend is defined as Friday, April 30 through Sunday, May 2, 2010. The neighborhood festival may occur during all three days of the weekend or just one day. If the community plans an activity on only one day, the festival must occur on Marathon Sunday.
2. Applications received after the March 26 deadline will not be guaranteed financial assistance from the Dick's Sporting Goods Pittsburgh Marathon. Please submit a copy of your projected budget with your application (see enclosed form)
3. The matching funds program is up to \$1,500.00 per neighborhood. However, to be eligible for a matching fund grant of \$1,500.00, your festival must include at least two live musical acts (either bands or deejays are acceptable) performing during the race. If less than two live musical acts are included at your festival, then the maximum matching fund grant will be up to \$1000.00.
For example: If your group's budget is equal to or greater than \$3,000.00 and your festival includes at least two live musical acts on race day, then you will receive a matching fund grant of \$1,500.00. If your group's budget is greater than \$2,000, but includes less than two live musical acts, then you are eligible for a maximum fund grant of \$1,000. If your group's budget is less than \$2,000, then your matching fund grant will be half of the budgeted amount.
4. Festivals may not charge admission. If the festival has mechanical rides, ride admission may not be charged to help defray the cost of the ride.
5. Only one (1) festival will be sponsored by the Dick's Sporting Goods Pittsburgh Marathon per neighborhood ("neighborhoods" will be those designed by the Dick's Sporting goods Pittsburgh Marathon)
 - a. The festival program encourages joint efforts by groups within the designated neighborhoods. When more than one organization from a single neighborhood requests assistance, the organizations will be asked to work together to present one festival.
 - b. Where it is not possible, no more than two festivals can occur within one neighborhood and participating organization will be eligible for up to \$750 of matching funds.

6. The festival committee must name the Pittsburgh Three Rivers Marathon Inc., and the Dick's Sporting Goods Pittsburgh Marathon as "additionally assured" on all insurance certificates.
7. Alcoholic beverages are not permitted to be sold or consumed if the festival occurs on public property such as streets or parks.
8. All applicable city laws and ordinances shall be strictly adhered to:
 - a. The Marathon Neighborhood Festival Program is not associated with the "Citiparks Community Festival Program". Funds from the Citiparks Community Festival Program are ONLY to be used in conjunction with the Marathon Neighborhood Festival if the festival also serves as the designated Citiparks Community Festival for 2010. **You must inform the Citiparks office if your marathon festival will also serve as your designated Citiparks Community Festival.**
 - b. Any festival that intends to block a street must apply for a blocked street permit. Please secure the appropriate pre-application form from the City of Pittsburgh if you are requesting a street closing. The Department of Engineering and Construction has the final say over who is permitted to block a street.
 - c. Any festival that uses a City park must have a permit on file with the Department of Public Works
 - d. The Department of Public Safety (Division of Code Enforcement) requires that any festival which sells merchandise or uses mechanical rides must obtain a permit. Please contact the Bureau of Code Enforcement at (412) 255-2598 if you have any questions regarding this information. If your festival falls under this code, you will need to secure and complete a permit form and return it to the Public Safety Department, Bureau of Code Enforcement.
9. Any event that occurs within the City of Pittsburgh must register with the Finance Department. Festivals not doing vending or have non-profit statuses are exempt from the registration fee. Please secure and complete a Convention Events and Shows Registration. Please contact us at (412) 586-7785, if you have any questions about this registration form.

**2010 Dick's Sporting Goods Pittsburgh Marathon
Neighborhood Festival
Program Application**

Neighborhood Name: _____

Sponsoring Organization: _____

Contact Person/ Title: _____

Mailing Address: _____

City: _____

Daytime Phone number: _____

Evening Phone number: _____

E-mail address: _____

Festival Name: _____

Festival Date(s) and Time(s): _____

Specific Festival Location (s): _____

**2010 Dick's Sporting Goods Pittsburgh Marathon
Neighborhood Festival
Projected Budget**

| ITEM | PROJECTED COST | PROJECTED IN-KIND | PROJECTED TOTAL ITEM COST |
|---------------------|-------------------|----------------------|------------------------------|
| Entertainment | \$ | \$ | \$ |
| Food | \$ | \$ | \$ |
| Equipment | \$ | \$ | \$ |
| Publicity | \$ | \$ | \$ |
| <u>TOTAL</u> | \$ | \$ | \$ |

FESTIVAL COMMITTEE MEMBERS

| <u>Committee</u> | <u>Chairperson</u> | <u>Daytime Phone Number</u> |
|------------------|--------------------|-----------------------------|
| Entertainment | _____ | _____ |
| Food | _____ | _____ |
| Fundraising | _____ | _____ |
| Operations | _____ | _____ |
| Publicity | _____ | _____ |

Entertainment

Will there be any type of entertainment or music? YES NO

If yes, what type(s) of entertainment/music? _____

What will be the performance time(s)? _____

Where will power be derived from? _____

Where will the stage be placed? _____

Will tents be used? YES NO

If yes, describe in detail including exact location: _____

Concessions

Will vendors or street peddlers be involved? YES NO

Will food be available? YES NO

If yes, will it be sold or provided at no charge? (please list vendors?)

Will additional utility services be required? (water, power, etc.) YES NO

If yes, where will these services be derived from?

Public Safety

What police services will be required? _____

What are your security plans?

What emergency services will be required?

What fire bureaus will be required? _____

Miscellaneous

Will banner(s) be hung? YES NO

If yes, describe each location(s).

What are plans for garbage removal?

Will existing restroom facilities be adequate? YES NO

Please describe plans to augment available sanitary facilities

Describe parking areas:

Publicity

Please describe how you will publicize the festival within your community?

Mail to: Katie Pavlich, Special Events Director
Pittsburgh Three Rivers Marathon, Inc.
310 Grant Street, suite 1001
Pittsburgh, PA 15219
Phone: 412-586-7785
Fax: 412-202-3494
kpavlich@pittsburghmarathon.com