



Allegheny County Council

County of Allegheny
436 Grant Street
Pittsburgh, PA 15219
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Legislation Text

File #: 9286-15, Version: 1

An Ordinance of the County of Allegheny, Commonwealth of Pennsylvania, establishing rules, regulations and rates relating to the conduct of certain activities held on and about the Courthouse Grand Staircase, Gallery and Courtyard and the County Office Building lobby.

Whereas, the County of Allegheny (hereinafter referred to as County”) owns and operates the Allegheny County Courthouse and the County Office Building [the “County Buildings”] in downtown Pittsburgh; and

Whereas, the County desires to make available certain areas in the County Buildings, identified as the Courthouse Grand Staircase, Gallery, Courtyard and the County Office Building lobby and areas appurtenant to each [the “Approved Locations”] to the public for authorized events; and

Whereas, the Department of Administrative Services Office of Marketing and Special Events has drafted rules, regulations and rates pertaining to the conduct of events that may be held on or about the Approved Locations in the County Buildings identified as the “*Allegheny County Rules, Regulations and Rates for Conducting Events in and about Approved Locations in the Allegheny County Courthouse and County Office Building*” (hereinafter the “Event RR&R”) which is attached hereto as Exhibit “A”; and

Whereas, the County desires to adapt the Event RR&R to govern the conduct of events held in the Approved Locations.

The Council of the County of Allegheny hereby enacts as follows:

SECTION 1. Incorporation of the Preamble.

The provisions set forth in the preamble to this Ordinance are incorporated by reference as set forth in their entirety herein.

SECTION 2. Adaption of Courthouse Area Event Rules, Regulations & Rates.

The “*Allegheny County Rules, Regulations and Rates for Conducting Events in and about Approved Locations in the Allegheny County Courthouse and County Office Building*” otherwise identified as the “Event RR&R” attached hereto as Exhibit A are hereby adapted and are incorporated herein by reference.

The Department of Administrative Services Office of Marketing and Special Events shall have the authority to implement the Event RR&R and shall coordinate, supervise and manage events held in the Approved Areas of the County Buildings.

SECTION 3. Severability. If any provision of this Ordinance shall be

determined to be unlawful, invalid, void or unenforceable, then that provision shall be considered severable from the remaining provisions of this Ordinance which shall continue in full force and effect.

SECTION 4. Repealer. Any Resolution or Ordinance or part thereof conflicting with the provisions of this Ordinance is hereby repealed so far as the same affects this Ordinance.

Enacted in Council, this _____ day of _____, 2015

Council Agenda No. _____

**John DeFazio
President of Council**

Attest: _____
**Jared Barker
Chief Clerk of Council**

Chief Executive Office _____, 2015

Approved: _____
**Rich Fitzgerald
County Executive**

Attest: _____
**Sonya Dietz
Executive's Secretary**

EXHIBIT A

**ALLEGHENY COUNTY RULES, REGULATIONS AND RATES FOR CONDUCTING EVENTS IN
AND ABOUT APPROVED LOCATIONS IN THE ALLEGHENY COUNTY COURTHOUSE AND
COUNTY OFFICE BUILDING**

I. COUNTY COURTHOUSE:

A. Allegheny County Courthouse Grand Staircase & Gallery

The Grand Staircase & Gallery is located on the first floor of the Allegheny County Courthouse, a National Historic Landmark and masterpiece of architect Henry Hobson Richardson. Construction began in 1884 and was completed in 1888. Its architecture is considered among the finest examples of Romanesque Revival and includes Syrian arches, Byzantine capitals, late French Gothic dormer windows, and French Renaissance roofs. One of its most striking attributes is the bell tower, which rises more than 229 feet above Grant Street. The Grand Staircase & Gallery features soaring arches and dignified columns, as well as five murals by artist Vincent Nesbert and flags of the states.

Capacity of the Grand Staircase & Gallery

Event Type*	Capacity
Wedding Ceremony	Up to 50 seated or up to 100 standing
Reception	Up to 300 standing

* The Grand Staircase & Gallery is not available for sit-down dinners.

Availability & Rental Fees for the Grand Staircase & Gallery*

Day	Available Times	Up to 4 Hours	4-8 Hours
Monday-Friday	5:00 p.m.-12:00 midnight	\$450	\$900
Saturday, Sunday & Holidays	8:00 a.m.-12:00 midnight	\$950	\$1,900

* Nonprofit organizations are eligible to receive a 50% discount with current 501(c)(3) documentation.

Please Note: Clients must include the time required for any setup and teardown by caterers and/or equipment vendors when calculating the length of events. For example, a three-hour reception that requires an hour of setup and an hour of teardown would be billed as a five-hour event. In some instances, setup may begin before 5:00 p.m. on weekdays, but the main portion of the event may not begin before 5:00 p.m.

County Staffing Fees for the Grand Staircase & Gallery

- All events in the Grand Staircase & Gallery require a minimum of three security guards, one custodian and one electrician. Additional staffing may be required due to the type and size of the event, and clients will be advised of any additional fees in advance. Clients will be charged the following minimum staffing fees.

Staff	Up to 4 Hours	4-8 Hours
Security Guards (3)	\$322.35	\$644.70
Custodian	\$121.45	\$242.90
Electrician	\$175.77	\$351.54
Minimum Total	\$619.57	\$1,239.14

Please Note: Clients must include the time required for any setup and teardown by caterers and/or equipment vendors when calculating the length of events. For example, a three-hour reception that requires an hour of setup and an hour of teardown would be billed as a five-hour event.

Courthouse Security

- The Allegheny County Courthouse is a secure building. All guests, catering staff and other event personnel attending events in the Grand Staircase & Gallery must pass through metal detectors and may be subject to a security screening upon entering the building.
- No weapons of any kind are permitted inside the Allegheny County Courthouse.
- No metal eating or serving utensils of any kind are permitted inside the Allegheny County Courthouse - either for use by guests or by catering staff. Only plastic, cornstarch or wooden eating and serving utensils are permitted inside the building.

Catering & Rental Equipment in the Grand Staircase & Gallery

- There are no kitchen facilities or refrigeration available in the Allegheny County Courthouse.
- Catering is allowed in the Grand Staircase & Gallery, but no metal utensils of any kind are permitted - either for use by guests or by catering staff. Only plastic, cornstarch or wooden eating and serving utensils are permitted due to security regulations.
- Clients are responsible for making all arrangements with caterers, rental companies and vendors for all items and equipment needed for events, including tables, chairs, dishware, glassware, etc. All items brought into the building will be subject to security screening.
- Each caterer, rental company and vendor must provide proof of general liability insurance of at least \$1 million at least two weeks prior to the event, and each must add "County of Allegheny, its elected officials, officers, appointees, employees and agents" as additional insured.
- Clients are responsible for making arrangements for any audio-visual equipment or services.

Alcohol in the Grand Staircase & Gallery

- Alcohol service is permitted in the Grand Staircase & Gallery only by caterers or organizations with a valid Pennsylvania Liquor Control Board off-premise catering permit. A copy of the permit must be provided at least two weeks prior to the event.
- Each caterer or organization serving alcohol must provide proof of liquor liability insurance of at least \$1 million at least two weeks prior to the event, and each must add "County of Allegheny, its elected officials, officers, appointees, employees and agents" as additional insured.

Other Restrictions in the Grand Staircase & Gallery

- Use of candles or open flames is not permitted inside the Allegheny County Courthouse. Use of flameless candles is permitted inside the building. Use of Sterno fuel is permitted only by licensed caterers.
- There are no dedicated dressing areas for members of wedding parties inside the Allegheny County Courthouse. Wedding parties may use the public restrooms on the ground floor of the building.
- Use of confetti, rice, birdseed, sparklers and fireworks is prohibited both inside and outside of the Allegheny County Courthouse.

Courthouse External Lighting

- The Grant Street façade and bell tower of the Allegheny County Courthouse are equipped with LED lights. Clients may choose the color scheme of the lights during their events.

Reservations & Payments for Events in the Grand Staircase & Gallery

- A signed rental agreement and 50% down payment - by certified check or money order only - is required to reserve a date for the Grand Staircase & Gallery. The remaining payment - by certified check or money order only - is due 60 calendar days prior to the reserved date.
- Rental agreements signed within 60 calendar days of the reserved date will require payment in full - by certified check or money order only.
- Cancellation of an event 60 calendar days or more prior to the reserved date will result in a full refund.
- Cancellation of an event 30-59 calendar days prior to the reserved date will result in a 50% refund.
- No refund will be given if the event is canceled fewer than 30 calendar days prior to the reserved date.

B. Allegheny County Courthouse Courtyard

At the center of the Allegheny County Courthouse is the beautiful Courtyard, which features a central fountain and four landscaped gardens. The building rises dramatically around the Courtyard, giving guests spectacular views of its granite bell tower and turrets, arched windows, and steep slate roofs.

Capacity of the Courtyard

Event Type*	Capacity
Dinner	Up to 320 seated
Reception	Up to 500 standing

Availability & Rental Fees for the Courtyard*

Day	Available Times	Up to 4 Hours	4-8 Hours
Monday-Friday	5:00 p.m.-12:00 midnight	\$900	\$1,800
Saturday, Sunday & Holidays	8:00 a.m.-12:00 midnight	\$1,400	\$2,800

* Nonprofit organizations are eligible to receive a 50% discount with current 501(c)(3) documentation.

Please Note: Clients must include the time required for any setup and teardown by caterers and/or equipment vendors when calculating the length of events. For example, a three-hour reception that requires an hour of setup and an hour of teardown would be billed as a five-hour event. In some instances, setup may begin before 5:00 p.m. on weekdays, but the main portion of the event may not begin before 5:00 p.m.

County Staffing Fees for the Courtyard

- All events in the Courtyard require a minimum of one security guard, one custodian and one electrician. Additional staffing may be required due to the type and size of the event, and clients will be advised of any

additional fees in advance. Clients will be charged the following minimum staffing fees.

Staff	Up to 4 Hours	4-8 Hours
Security Guard	\$107.45	\$214.90
Custodian	\$121.45	\$242.90
Electrician	\$175.77	\$351.54
Minimum Total	\$404.67	\$809.34

Please Note: Clients must include the time required for any setup and teardown by caterers and/or equipment vendors when calculating the length of events. For example, a three-hour reception that requires an hour of setup and an hour of teardown would be billed as a five-hour event.

Toilet Facilities for Events in the Courtyard

- There are no toilet facilities in the Courtyard. Clients have two options when renting the Courtyard:

Option 1:	Clients may rent VIP portable toilets at a cost of \$205 per unit. A VIP portable toilet includes a flush lid, mirror, soap & towel dispensers, seat cleaner and coat hook.
Option 2:	Clients may pay for two security guards to provide access to restrooms on the ground floor of the Courthouse. All guests must pass through metal detectors and may be subject to a security screening upon entering the building. The cost is \$214.90 for up to 4 hours and \$429.80 for 4-8 hours.

Catering & Rental Equipment in the Courtyard

- There are no kitchen facilities or refrigeration available in the Allegheny County Courthouse or the Courtyard.
- Clients are responsible for making all arrangements with caterers, rental companies and vendors for all items and equipment needed for events, including tables, chairs, dishware, glassware, etc.
- The Courtyard may be tented. Clients are responsible for making all arrangements with rental companies to tent the area.
- Each caterer, rental company and vendor must provide proof of general liability insurance of at least \$1 million at least two weeks prior to the event, and each must add "County of Allegheny, its elected officials, officers, appointees, employees and agents" as additional insured.
- Clients are responsible for making arrangements for any audio-visual equipment or services.

Alcohol in the Courtyard

- Alcohol service is permitted in the Courtyard only by caterers or organizations with a valid Pennsylvania Liquor Control Board off-premise catering permit. A copy of the permit must be provided at least two weeks prior to the event.
- Each caterer and organization must provide proof of liquor liability insurance of at least \$1 million at least two

weeks prior to the event, and each must add "County of Allegheny, its elected officials, officers, appointees, employees and agents" as additional insured.

Other Restrictions in the Courtyard

- Outdoor candle arrangements are permitted in the Courtyard, but they must have fire-retardant globes. Use of Sterno fuel is permitted only by licensed caterers.
- There are no dedicated dressing areas for members of wedding parties in the Courtyard. Wedding parties may use the public restrooms on the ground floor of the building only if Option 2 is selected for toilet facilities (see above).
- Use of confetti, rice, birdseed, sparklers and fireworks is prohibited in the Courtyard.

Courthouse External Lighting

- The Grant Street façade and bell tower of the Allegheny County Courthouse are equipped with LED lights. Clients may choose the color scheme of the lights during their events.

Reservations & Payments for Events in the Courtyard

- A signed rental agreement and 50% down payment - by certified check or money order only - is required to reserve a date for the Courtyard. The remaining payment - by certified check or money order only - is due 60 calendar days prior to the reserved date.
- Rental agreements signed within 60 calendar days of the reserved date will require payment in full - by certified check or money order only.
- Cancellation of an event 60 calendar days or more prior to the reserved date will result in a full refund.
- Cancellation of an event 30-59 calendar days prior to the reserved date will result in a 50% refund.
- No refund will be given if the event is canceled fewer than 30 calendar days prior to the reserved date.

II. County Office Building Lobby

The County Office Building, located at 542 Forbes Avenue, was designed by Stanley L. Roush. Construction began in 1929 and was completed in 1931. The building was designated a historic landmark in 2002 by the Pittsburgh History & Landmarks Foundation. Its vaulted lobby features stone walls, marble floors and a large, inlaid bronze county seal. Roush was also the designer of Pittsburgh's iconic Three Sister Bridges (Roberto Clemente Bridge, Andy Warhol Bridge and Rachel Carson Bridge), as well as the 31st Street Bridge and McKees Rocks Bridge.

Capacity of the County Office Building Lobby

Event Type*	Capacity
Dinner	Up to 106 seated

Wedding Ceremony	Up to 200 seated
Reception	Up to 210 standing

Availability & Rental Fees for the County Office Building Lobby*

Day	Available Times	Up to 4 Hours	4-8 Hours
Monday-Friday	5:00 p.m.-12:00 midnight	\$450	\$900
Saturday, Sunday & Holidays	8:00 a.m.-12:00 midnight	\$950	\$1,900

* Nonprofit organizations are eligible to receive a 50% discount with current 501(c)(3) documentation.

Please Note: Clients must include the time required for any setup and teardown by caterers and/or equipment vendors when calculating the length of events. For example, a three-hour reception that requires an hour of setup and an hour of teardown would be billed as a five-hour event.

County Staffing Fees for the County Office Building Lobby

- All events in the County Office Building Lobby require a minimum of one security guard, one custodian and one electrician. Additional staffing may be required due to the type and size of the event, and clients will be advised of any additional fees in advance. Clients will be charged the following minimum staffing fees.

Staff	Up to 4 Hours	4-8 Hours
Security Guard	\$107.45	\$214.90
Custodian	\$121.45	\$242.90
Electrician	\$175.77	\$351.54
Minimum Total	\$404.67	\$809.34

Please Note: Clients must include the time required for any setup and teardown by caterers and/or equipment vendors when calculating the length of events. For example, a three-hour reception that requires an hour of setup and an hour of teardown would be billed as a five-hour event.

Catering & Rental Equipment in the County Office Building Lobby

- There are no kitchen facilities or refrigeration available in the County Office Building.
- Clients are responsible for making all arrangements with caterers, rental companies and vendors for all items and equipment needed for events, including tables, chairs, dishware, glassware, etc.
- Each caterer, rental company and vendor must provide proof of general liability insurance of at least \$1 million at least two weeks prior to the event, and each must add "County of Allegheny, its elected officials, officers, appointees, employees and agents" as additional insured.
- Clients are responsible for making arrangements for any audio-visual equipment or services.

Alcohol in the County Office Building Lobby

- Alcohol service is permitted in the County Office Building Lobby only by caterers or organizations with a valid Pennsylvania Liquor Control Board off-premise catering permit. A copy of the permit must be provided at least two weeks prior to the event.

- Each caterer and organization must provide proof of liquor liability insurance of at least \$1 million at least two weeks prior to the event, and each must add "County of Allegheny, its elected officials, officers, appointees, employees and agents" as additional insured.

Other Restrictions in the County Office Building Lobby

- Use of candles or open flames is not permitted in the County Office Building Lobby. Use of flameless candles is permitted inside the building. Use of Sterno fuel is permitted only by licensed caterers.
- There are no dedicated dressing areas for members of wedding parties in the County Office Building. Wedding parties may use the public restrooms on the first floor of the building.
- Use of confetti, rice, birdseed, sparklers and fireworks is prohibited both inside and outside of the County Office Building.

Reservations & Payments for Events in the County Office Building Lobby

- A signed rental agreement and 50% down payment - by certified check or money order only - is required to reserve a date for the County Office Building Lobby. The remaining payment - by certified check or money order only - is due 60 calendar days prior to the reserved date.
- Rental agreements signed within 60 calendar days of the reserved date will require payment in full - by certified check or money order only.
- Cancellation of an event 60 calendar days or more prior to the reserved date will result in a full refund.
- Cancellation of an event 30-59 calendar days prior to the reserved date will result in a 50% refund.
- No refund will be given if the event is canceled fewer than 30 calendar days prior to the reserved date.