

# FAQ

DO I NEED TO HIRE AN  
EVENT PLANNER FOR MY  
WEDDING OR EVENT?

While it's not required, we do recommend having a designated person to ensure your day goes as planned. The PPC may help meet vendors and other coordination tasks but we are not responsible for timeline execution, placement of personal items, and other tasks that may be required. We always recommend at least a day-of coordinator to ensure your day goes off without a hitch. If you need suggestions, we're happy to provide a list of some amazing planners who are familiar with our spaces!

DOES THE PITTSBURGH  
PARKS CONSERVANCY  
PROVIDE ANY TABLES,  
CHAIRS, OR LINENS?

The PPC may be able to supply some elements for an additional fee, but we do recommend most items are secured through our exclusive rental partner, All Occasions Party Rental. Please note: any events taking place at Schenley Plaza, or under the Schenley Park Visitors Center tent do not include any chairs, tables, or linens. All items required for events in these spaces must be rented through All Occasions Party Rental.

DO WE NEED TO USE ONE  
OF YOUR PREFERRED  
CATERERS?

It is recommended that clients use vendors on our list who have previously worked in our spaces and are familiar with our policies and procedures. If renters choose to bring in a vendor not on our preferred vendor list, we simply ask that you let us know which vendors you are choosing to use so we can introduce ourselves and set up a tour of the space with their team before your event. Please Note: We are exclusive with The Porch for all catering and bar services at Schenley Plaza.

WHAT IS THE ALCOHOL  
POLICY?

We require a copy of insurance and RAMP-certified bartender on-site serving if alcohol is present. The COI must name both the Pittsburgh Parks Conservancy and the City of Pittsburgh as additionally insured. A RAMP certificate must be provided before the day of the event. All events at Schenley Plaza must use The Porch for all alcohol and bar services.

ARE THERE ANY  
RESTRICTIONS ON  
DECORATIONS?

The PPC does not allow any type of confetti in any of the facilities, including confetti on the table tops or inside balloons. All sparklers must be used outside the buildings. We do allow balloons for events, but the renter is responsible for taking them with them following the event.



# FAQ

CAN ANYTHING BE HUNG UP AT MY EVENT?

In most cases, we ask that nothing be hung on the walls or ceilings of our spaces and signage must be free-standing. If you have additional questions or needs, please reach out to our Event Sales Coordinator to discuss in more detail.

CAN THE PITTSBURGH PARKS CONSERVANCY STORE ITEMS FOR MY EVENT?

All items coming into any PPC space must arrive the day of your event and leave the same day. The PPC is not responsible for oversight of any personal items.

WHAT IS THE PARKING SITUATION?

Parking varies across each venue. PPC can provide resources for valet services if required.

#### Schenley Park Visitors Center

Parking is all metered street parking on Schenley Drive (free after 6 PM or on Sundays). There is a 3-hour parking limit for all metered spots and the renter will be responsible for paying as needed. Guests/vendors can use the 30-minute load-in zone to unload items in front of the facility.

#### Frick Environmental Center

Free parking is available in the parking lot and Governor's loop on-site (50 spots). Additional free parking is available on Beechwood Blvd. Guests/vendors can unload items at the ramp near the Gatehouse for up to 30 minutes.

#### Schenley Plaza

Parking is all metered street parking around Schenley Plaza (free after 6 PM or on Sundays). Guests can use the 30-minute load-in zone to unload any items for the event. Load-in zone is behind PNC Carousel on Schenley Drive Extension. Vendors can unload items via the weight-bearing pathway if approved by PPC prior to the event.

ADDITIONAL QUESTIONS?  
EMAIL OUR EVENT SALES COORDINATOR  
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