

# Frequently Asked Questions

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

While not required, we strongly encourage hiring a day-of or wedding planner for all larger events or weddings. The PPC is not responsible for timeline execution, installation or setup of decorations, placement of personal items, or other tasks that may be required during your event.

WILL A PPC STAFF  
MEMBER BE PRESENT  
DURING OUR EVENT?

Yes, a PPC staff member will be onsite to provide access to the venue at your designated time listed on your contract.

PPC staff member will ensure cleanliness of facility and arrange PPC equipment prior to Renter arrival. PPC will be contact person for any outside vendors scheduled to arrive during event. PPC will monitor facility needs throughout event. Once Renter's items are fully removed from facilities, PPC will clean and remove remaining trash following vendor departure.

WHAT ITEMS ARE  
INCLUDED IN THE  
RENTAL?

PPC can provide a limited number of tables and chairs for each rental location. Event equipment may require to be rented depending on guest size or accommodations needed.

All facilities include access to power, Wi-Fi, lights, ADA accessible restrooms, and trash receptacles.

WHAT EVENT  
EQUIPMENT IS  
REQUIRED TO BE  
RENTED?

For events over 40 guests, it is required to rent table and chair accommodations if needed. Event equipment may include tables, chairs, high-top tables, staging, tenting, linens, or table top items such as glassware, flatware, or plates. We strongly encourage all equipment is rented from The 1978 Collection due to their familiarity to our facilities and load in policy. PPC's Event Sales Manager must pre-approve all rental equipment delivery and pickup times.

WHAT TIME CAN I  
ACCESS THE SPACE?

The Renter is able to access the space at the designated time listed on your rental contract. No items are able to be delivered or stored in advance of your event date. Renter early arrival may result in additional fees as listed in PPC Rental Contract.

# Frequently Asked Questions

## WHAT ARE THE CATERING REQUIREMENTS?

Renter is permitted to use any catering group for Schenley Park Visitor Center or Frick Environmental Center. All catering for Schenley Plaza is required to use The Porch. PPC can provide list of recommended caterers for SPVC and FEC. It is strongly encourage for Renters to pick from the preferred list, although not required. No cooking equipment is provided onsite. Caterers can provide equipment if approved in writing by PPC prior to event date. It is the Renters responsibility to provide caterers contact information and insurance policy for non-preferred caterers.

## WHAT ARE THE ALCOHOL REQUIREMENTS?

If Renter provides alcohol, a licensed and certified bartender must be hired for service, including for beer and wine only events. A certificate of insurance must be provided by bartender or licensed group, as well as proof of RAMP certification. All alcohol and bar service at Schenley Plaza is required to use The Porch. PPC can provide bar packages provided by The Porch for Schenley Plaza events.

## ARE FOOD TRUCKS ALLOWED?

Food trucks must obtain a special event permit through the City of Pittsburgh and are required to park in a metered-parking spot. It is strongly encouraged to reserve a parking space through Pittsburgh's Parking Authority to guarantee a parking spot nearby. PPC is not responsible for reserving parking spaces or allowing access to illegally park. Signage must be provided to notify park guests of private food truck if for a private event.

## ARE RENTERS REQUIRED TO HIRE STAFF OR SECURITY?

Renters are responsible for hiring onsite catering staff for wedding receptions at the Schenley Park Visitor Center or Frick Environmental Center. A certified, insured bartender is required for all alcohol service at the Schenley Park Visitor Center and Frick Environmental Center. The Porch can provide necessary staffing for Schenley Plaza.

Renter is responsible for hiring security for public events over 200 guests. Renter is permitted to hire security for any private event if requiring additional services.

# Frequently Asked Questions

ARE THERE ANY  
RESTRICTIONS ON  
DECORATIONS?

PPC Rental Contract includes a list of restrictions for all locations (Exhibit A). Event decorations or signage must be free standing. No confetti, including tabletop confetti, glitter, rice, fake flower petals, or small disposable plastic is permitted in any location. All open-flame candles must be used outside the facility. Single-use decorations are strongly discouraged. Renter must remove all decorations following event, including storage containers or boxes in which decorations arrived in. Excess trash removal may result in additional fees.

ARE THERE ACCESSIBLE  
RESTROOMS?

Yes, all locations include ADA accessible restrooms. Single-stall, non-gendered restrooms are included at the Schenley Park Visitor Center and Frick Environmental Center.

IS PARKING  
AVAILABLE?

All locations have handicap accessible parking spaces. Free, onsite parking is available at the Frick Environmental Center. Metered street parking is available around Schenley Plaza and the Schenley Park Visitors Center. There are 30-minute load-in zones for delivering items to Schenley Plaza and Schenley Park Visitor Center. We do recommend hiring valet, shuttle services, or reserving spaces through the Pittsburgh Parking Authority for Schenley Park locations.

*If you have concerns regarding accessibility, please reach out to PPC's Event Sales Manager to discuss further.*