



APPLICANT INFORMATION

Organization/Municipality: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Primary Contact: _____ Title: _____

Phone Number (Office): _____ Phone Number (Cell): _____

Email: _____

Media Contact: _____ Title: _____

Phone Number (Office): _____ Phone Number (Cell): _____

Email: _____

EVENT OR FILM SHOOT INFORMATION

Special Event or Film Shoot Name: _____

Special Event or Film Shoot Type: Community Event Walk/Run Film Shoot Other

Date of Special Event or Film Shoot: From _____ To _____

Time of Special Event or Film Shoot: From _____ To _____

Special Event or Film Shoot Purpose/Description (attach additional sheet, if necessary):

County Road(s)/Bridge(s) involved in the special event or film shoot:

Road/Bridge Name	Starting Point	Ending Point	Municipality(ies)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EVENT OR FILM SHOOT INFORMATION (CONTINUED)

Approximate number of vehicles in the special event or film shoot:_____vehicles

Approximate number of pedestrians involved in the special event or film shoot:_____pedestrians

Approximate total weight of the vehicles/equipment being staged during special event or film shoot:.. _____lbs.

During the special event or film shoot, a county road/bridge will be:

- Fully Closed Partially Closed Not Restricted

Describe the road/bridge restriction and its effect on adjacent properties (attach additional sheet, if necessary):

Describe why the road/bridge restriction is traffic necessary for the special event or film shoot (attach additional sheet, if necessary):

An alternative route or posted detour is required unless:

- A county road/bridge will be only partially or periodically closed, and police can safely maintain traffic on the remainder of the road/bridge.
- The county road/bridge is closing for less than 20 minutes, and excessive traffic backup will not occur during the traffic restriction.

Will this special event or film shoot require an alternative route or posted detour? Yes No

Will signs be used to control traffic? Yes No

Will flaggers be used to control traffic? Yes No

Will police be used to control traffic? Yes No

Maintenance and Protection of Traffic (MPT): N/A

• Date MPT Request For: From _____ To _____

• Time MPT Request For: From _____ To _____

• MPT Services Provided By: _____

• MPT Contact Name: _____ Title: _____

• Phone Number (Office): _____ Phone Number (Cell): _____

APPLICANT CERTIFICATION, PERMIT CONDITIONS, AND SIGNATURES

The applicant shall indemnify, save harmless, and defend (if requested) Allegheny County and its officers, agents, and employees from any and all claims, suits, or actions for injuries, death, and/or property damage arising from the special event or film shoot identified in this permit where the claim, suit, or action was caused by the applicant, its officers, agents, and employees as well as event participants, spectators, officials, volunteers, support staffs, vehicle escorts, emergency services personnel, MPT services, media members, the traveling public, and the general public.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of five hundred thousand (\$500,000.00) per person and one million dollars (\$1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the County road or bridge, or might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) Allegheny County and its Chief Executive, County Manager, County Council, and County employees named as additional insureds.

Allegheny County reserves the right to reopen any closed road(s) or bridge(s) at any time due to any emergency that may occur that requires the use of such roads and bridges to safely provide for the movement of traffic through the area. It also reserves the right to issue a press release to the media and public regarding traffic restrictions associated with the event and include the media contact information provided in this special event application.

Applicant understands and agrees that it will occupy the County property identified in this application under a non-exclusive temporary license and that the license may be revoked by the County at any time in its sole and exclusive discretion.

- I have read, understand, and agree to the above terms of conditions.
- For a film shoot, I have read and agree to comply with the requirements of Exhibit A – Film Shoot Requirement.
- I understand that I will be required to provide a Certificate of Insurance as described above.
- I understand that I will be required to provide a copy of a letter or email from each municipality in which the event or film shoot will occur indicating approval for the applicant to conduct the event or film shoot. This is not necessary if the municipality is the applicant, and the event is within its boundary.
- I understand that I will be required to provide a Maintenance and Protection of Traffic (MPT) plan that conforms with [PennDOT Publication 213, Temporary Traffic Control Guidelines](#), including a map of an alternative route or posted detour, if required.
- I understand that I will be required to provide and pay for any signs, flaggers, and/or police needed for proper traffic control.
- I understand that I will be required to provide and pay for proper security at the event or film shoot, and I attest that appropriate safety measures will be taken to protect the participants, spectators, officials, volunteers, support staffs, vehicle escorts, emergency services personnel, and Maintenance and Protection of Traffic (MPT) services as well as nearby property, media members, the traveling public, and the general public.
- I understand that I will be required to provide proper medical services, as needed, at the event or film shoot.
- I attest that all affected municipalities, business and property owners, local emergency services, school transportation services, mail service, garbage service, and Pittsburgh Regional Transit (PRT) will be notified about the event or film shoot and associated traffic restrictions.
- I attest that the information in this application is accurate to the best of my knowledge.
- I understand that this application does not guarantee that my event or film shoot will be permitted by Allegheny County.

APPLICANT CERTIFICATION, PERMIT CONDITIONS, AND SIGNATURES (CONTINUED)

Applicant

Primary Contact (Print): _____ Title: _____

Primary Contact (Signature): _____ Date: _____

Attesting Witness (Print): _____ Title: _____

Attesting Witness (Signature): _____ Date: _____

Submit this completed application to Allegheny County via:

Email: brent.wasko@alleghenycounty.us

Fax: 412-350-5386

Please include a cover sheet that includes an attention to the Public Information Officer

Mail: Allegheny County Department of Public Works
Attn: Public Information Officer
County Office Building
542 Forbes Avenue, Room 501
Pittsburgh, PA 15219

Allegheny County

Public Works Director (Print): _____

Public Works Director (Signature): _____ Date: _____

Public Works Traffic Engineer (Print): _____

Public Works Traffic Engineer (Signature): _____ Date: _____

Public Works Public Information Officer (Print): _____

Public Works Public Information Officer (Signature): _____ Date: _____

EXHIBIT A – FILM SHOOT REQUIREMENTS

- This permit is granted upon the condition that:
 - Proper police protection shall be provided and paid for by the applicant, and the film shoot shall be coordinated with the local municipality and police agency;
 - Appropriate safety measures shall be taken at the film shoot location to protect the film shoot participants, officials, support staffs, emergency services personnel, and MPT services, as well as nearby property, the traveling public, and the general public;
 - Local fire departments and emergency ambulance services shall be notified about the film shoot;
 - Affected business and property owners, school transportation services, mail service, garbage service, and Pittsburgh Regional Transit (PRT) shall be notified about the film shoot;
 - Proper fire and emergency medical services shall be contacted for any emergency situations that may occur; and
 - Insurance coverage specified on the permit shall be provided.
- The film shoot shall take place only for the time period indicated on the permit. If an extension is necessary, the applicant shall submit a written request to Allegheny County. If the request is approved, the applicant shall provide payment for the permit extension within 10 business days. Once payment is received, an Allegheny County representative will sign the request letter, which shall become part of the permit and operate as a supplement to it.
- Traffic restrictions for film shoots are permitted only for the time required to set up staging, remove all staging or props, and conduct actual filming at each separate filming location on the dates needed to complete filming.
- Prior to the installation of any temporary structures on county bridges, the applicant shall submit a detailed plan prepared by a professional engineer for each installation and shall obtain written acceptance from an Allegheny County bridge engineer. The applicant shall be fully responsible for the design and proper installation of its temporary structures. The acceptance of a detailed plan by the Allegheny County engineer will not relieve the applicant of the responsibility for its work. This written acceptance shall constitute authorization to the applicant to proceed with the installation of the temporary structure in accordance with the accepted plans. The applicant shall remove the temporary structure after it no longer needs the temporary structure and shall restore the bridge in a manner deemed acceptable to Allegheny County. The installation of the temporary structure shall in all respects be subject to and in compliance with the terms, conditions, and provisions of this permit.